

Apple-Works *F o r u m*

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Support for AppleWorks and ///EZ Pieces Users

How to Expand Your Apple IIc

Dear NAUG,

A letter in the November 1993 issue of the *AppleWorks Forum* suggests that I can use a 3.5-inch disk drive with my Apple IIc computer. Does anyone make a 3.5-inch disk drive that works with an Apple IIc?

Dudley Myers
Kent, Washington

[Ed: This is one of a dozen letters NAUG received from Apple IIc owners wanting to learn more about the add-ons available for their computers.

A number of companies developed products that add functionality to Apple IIc and IIc Plus computers and turn them into full-fledged systems. Here is information about some of these products:

3.5-inch disk drives: The IIc does not include the hardware necessary to run the regular Apple 3.5 Drives that you can use with Apple IIGS and Macintosh computers. However, Apple produced a 3.5-inch external disk drive called the "Unidisk-3.5" specifically for the IIc and IIe, although the IIe required a Unidisk Controller Card. Unfortunately, the drive was expensive and was not a popular option. In addition, the drive did not work with early IIc computers, so Apple offered a free motherboard upgrade that lets owners of IIc systems built before 1986 use the Unidisk.

If you want to connect a 3.5-inch drive to your Apple IIc, I suggest that you contact Creative Solutions, Pre-Owned Electronics, RAMCO Sales, Sun Remarketing, or your favorite used hardware dealer to see if they can locate a Unidisk-3.5 for your system. The vendor will also tell you how to test if your system requires a motherboard upgrade to use the drive.

Color Monitors: Apple IIc owners can choose from a number of video options that display color output from their systems.

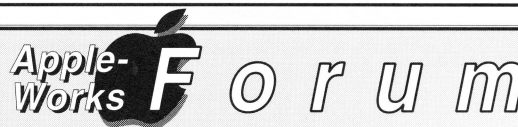
Apple manufactured two high quality color monitors; the ColorMonitor IIc and the ColorMonitor IIe, both of which can connect to the RCA jack on the back of the IIc. Aside from the case, the IIc and IIe monitors are identical.

You can also use a special interface to connect an RGB monitor to the DB-15 video connector on the back of the IIc. Look for a Video 7 IIc RGB interface that works with Apple RGB color monitors and should drive other brands of monitors. [One NAUG member reports that Video 7 also made an Apple IIc interface that lets you connect an IBM-style CGA or EGA monitor to the Apple IIc. However, we cannot confirm the availability of such a converter with any of the hardware vendors.] Telemax also advertised RGB interfaces for the IIc after Video 7 left the Apple II market.

Finally, you can connect the Video In port on any modern TV or VCR to the RCA jack on the back of the Apple IIc. This provides color output that is adequate for games but is too fuzzy to use with the 80-column text produced by AppleWorks and other text-based programs.

Expanded Memory: A number of manufacturers made expanded memory for the Apple IIc and IIc Plus. Sequential Systems still produces a high quality 1-megabyte memory expansion card which lists for \$249 and costs \$109.95 (plus \$5 s/h) directly from NAUG. However, Sequential's expanded memory card does not work with early IIc systems. Contact the NAUG office to learn if your system can accommodate the Sequential RAM IIc card. Owners of older systems can buy used CheckMate and Applied Engineering memory cards for their IIc computers.

Hard Drives: Sequential System sells two hard drives that connect to the floppy disk drive port on the Apple IIc. The company's 40 megabyte drive



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Letters to NAUG...

lists for \$499. While supplies last, **NAUG** members can buy the 40 megabyte drive for \$379 directly from Sequential. A 100 megabyte drive lists for \$599 and costs **NAUG** members \$479.

Input Devices: You can use any Apple II mouse, trackball, or joystick equipped with a DB-9 connector with an Apple IIc. If you use AppleWorks 4 or an UltraMacros-enhanced copy of AppleWorks 2.x or 3.x, you can use the mouse or trackball with AppleWorks, but you have to turn on that feature. (With AppleWorks 4, select "Other Activities" from the Main Menu, "Select standard settings for AppleWorks", and then "Mouse/cursor options" from the Standard Settings Menu. With AppleWorks 2.x or 3.x, select "Macro Options" from the Time-Out Menu, "Other Activities" from the Macro Options Menu, and "Reactivate the mouse" from the Other Activities Menu.)

Portable Systems: You can connect a portable LCD display and battery to your IIc; both Apple and C-VUE manufactured the displays. Although neither was satisfactory, the C-VUE display was at least usable under perfect lighting conditions. Prairie Pack produced a battery pack and case for the IIc. It used lead acid batteries and weighed almost 10 pounds, which gave only broad-shouldered owners a "portable" system. Both of these items are now discontinued but should be available on the used products market.

The Apple IIc can accept any input voltage between 9 and 20 volts DC, so you can run an LCD-equipped IIc system from the cigarette lighter outlet in your car, boat, or RV with the appropriate cables. The cords used to be sold by Roger Coats, so you might find one at a used products dealer, or you can make a cable yourself from Radio Shack parts. The necessary information appears in the "Apple IIc Technical Reference Manual", published by Apple and available for \$30 postpaid from Resource Central.

The **National AppleWorks Users Group (NAUG)** is an association that supports AppleWorks users. **NAUG** provides technical support and information about AppleWorks and enhancements to that program. Our primary means of communicating with members is through our newsletter entitled the **AppleWorks Forum**.

Technically oriented Apple IIc owners should also consider SAMS' "Computerfacts IIc Guide", which includes all the information you need to disassemble and repair an Apple IIc system. The Guide costs \$39.95 plus shipping from Howard H. Sams.

As you can see, the availability of third-party enhancements makes the Apple IIc an expandable, flexible system that gives owners years of productive use with all 8-bit software produced for the Apple II.

Our thanks to Jim Nichol for providing much of the information used in this response to Mr. Myers' letter.

Creative Solutions, Box 340850, Beavercreek, Ohio 45434; (513) 429-5759.

Howard H. Sams, 2647 Waterfront Parkway, East Drive, Indianapolis, Indiana 46214; (800) 428-SAMS; Fax: (800) 552-3910.

Pre-Owned Electronics, 30 Clemantis Avenue, Waltham, Massachusetts 02154; (800) 274-5343; Fax: (617) 891-3556.

RAMCO Sales, 3002 81st Circle North, Minneapolis, Minnesota 55444; (612) 561-8144.

Resource Central, Box 11250, Overland Park, KS 66207; (913) 469-6502; Fax: (913) 469-6507.

Sequential Systems, 1200 Diamond Circle, Suite M2, Lafayette, Colorado 80026; (800) 759-4549; Fax: (303) 665-0933.

Sun Remarketing, Box 4059, Logan, Utah 84323; (800) 821-3221; Fax: (801) 755-3311.]

Help Developers Help You

Dear **NAUG**:

With the different versions of AppleWorks and UltraMacros now available, **NAUG** members should specify the version of AppleWorks and UltraMacros that they use and list the other enhancements installed in their system when they place an order with a developer or vendor. That will ensure that you get add-ons that will work on your system.

Steve Beville
Spartanburg, South Carolina

How to Print Mathematical Symbols

Dear NAUG,

Is there any way to print a division symbol (\div) and a not equals symbol (\neq) from within AppleWorks?

Lucien Hall, Jr.
Bridewater, Virginia

[Douglas Gum responds: If you use AppleWorks 3.0 or later, you can enter these symbols as Special Codes for your printer.

To add Special Codes, navigate to the Printer Information Menu, select "Change printer specifications" for your printer, select choice #5, "Printer codes" from the Change a Printer Menu, and select choice #5, "Special Codes" from the Printer Codes Menu.

Define the division symbol as hyphen, Control-H, colon. (Control-H tells the printer to backspace.) Define the not equals symbol as equals, Control-H, slash. Then press Apple-Q, Escape to save your changes and return to the Main Menu.]

How to Use a Scanner to Recover Data

Dear Cathleen,

I just lost my only electronic copy of a data base file that contains more than 1,000 records. All I have is a hard copy of the printout of the data. Can I use a scanner to help me re-create my data base file?

Robert Boucher
Houston, Texas

[Ed: If you have a high-quality printout, you can use a scanner and InWords to re-create your file. Follow these steps:

- 1. Scan the data into InWords 1.1. Use all the tricks you know to get the best quality scan. This will probably include creating a new font table for the font used in your printout.*
- 2. Save the scanned image as a "Text file with return after each line".*
- 3. Use the text file to create a new AppleWorks word processor document. Correct any errors in the document.*

Now you will reformat the document so there is a Tab between each category and only one Return at the end of each record. For example, you want to change the format of each record from this:

*Jane Doe
Duplex Corporation
123 Main Street
Anywhere US 00001*

to this:

*Jane ^Doe ^Duplex Corporation ^123 Main
Street ^Anywhere ^US ^00001*

The carets represent Tabs that you must insert just before the first character of each category. You need the same number of Tabs in each record. For example, a record without a company name would look like this:

*James ^Doe ^ ^555 Central Avenue
^Anywhere ^US ^00001*

Continue as follows:

- 4. Insert a Tab in front of each word or number that will go in a separate category.*
- 5. Delete the Returns between categories and any extra Returns between records. Then save the file.*
- 6. Print the file as a text file on your disk. Select "Standard text format with Tabs" in response to the "Should the text file have:" prompt.*
- 7. Create a new AppleWorks data base "From a text (ASCII) file". Select "Tabs between categories, Returns between records" in response to the "Does the text file have:" prompt.*
- 8. Check the records near the end of the file to make certain the data falls in the appropriate categories. Scroll through the records until you find the first record with an error. That record has an incorrect number of Tabs. Return to the file you saved in step #5, correct the errors, and repeat steps #6 through #8.*
- 9. Use the Apple-N command to rename the categories. Re-construct your screen and report layouts and save the file.*

Admittedly, this is a tedious process. But it is a lot easier than re-entering all 1,000-plus records into AppleWorks.]

AppleWorks 4: New Power for an Old Friend

by Keith Johnson and Ira M. Garvin

AppleWorks has come a long way since its introduction in November 1983. During those years two major upgrades added significant functionality to the program. AppleWorks 2.0 included mail merge capability and built-in support for expanded memory. AppleWorks 3.0 added a 90,000-word spell checker, new spreadsheet functions, and easier data base reporting.

Now, ten years after its initial release, Quality Computers introduced AppleWorks 4. Dubbed “The Works,” this latest version includes dozens of time-saving, powerful features. The result is an AppleWorks that elicits a new level of performance from your Apple II, while retaining the ease of use and feel of the earlier versions of the program.

Features Galore

Many features built into AppleWorks 4 were formerly available as add-on products such as Inits, macros, patches, and TimeOut applications. [Ed: For a look at how the release of AppleWorks 4 impacts AppleWorks 3.0 add-on products, see “What Advanced Users Should Know about AppleWorks 4” in last month’s issue of the *AppleWorks Forum*.] Other features are completely new, helping to make this version of AppleWorks more convenient and powerful than any of its predecessors.

Among the most noticeable improvements, AppleWorks 4 now incorporates the disk and file management functions previously added to AppleWorks by TimeOut FileMaster. You can now copy, delete, move, rename, and lock or unlock files, all within

Figure 1: Three AppleWorks Desktops

Total Files: 28		TRIPLE MENU			
Desktop Index 1		Desktop Index 2		Desktop Index 3	
Alert	SS	PLANNER.CEF	SS	H.db.test	WP
AW4.SCREENS	WP	PLANNER.EX	SS	Nov.93.2	WP
FUNCTIONS	DB	Planner.Templ	SS	S2D.take2	WP
SPLIT.SCREEN	WP	STARSHIP.REFIT	SS	wp.test	WP
AA.README	WP			zH.db.test	WP
MFT194	WP			zwp.test	WP
MFT194.fig1	WP			db.test	DB
MFT194.fig2	WP			db.test2	DB
MFT194.fig3a	WP			Peeks 3	DB
MFT194.fig3b	WP			zdb.test	DB
MFT194.fig3c	WP			EVENTS.IICPLUS	SS
MFT194.fig3d	WP			LESSON.PLAN	SS
Total size: 130K		Total size: 56K		Total size: 237K	
↑↓ Tab to move, then press Return					
3404K Avail					

AppleWorks. You cannot change a file’s type, but that is about the only feature missing from this file management suite.

AppleWorks 4 also offers “QuickPath”, a time-saving feature that lets you define up to eight commonly used pathnames for quick access to frequently used files.

AppleWorks 4 lets you sort all file lists by name, type (the “classic” method), size, or date.

Other useful features include a built-in screen blanker that protects your monitor, and automatic file-saving that saves your current file on disk after a time interval that you specify. (These time-based features require a clock in your Apple II.) You can toggle the screen blanking, auto-saving, and other AppleWorks 4 features on or off to accommodate your hardware setup and working style.

AppleWorks 4 also offers mouse support. You should experiment with this new capability which, among other things, makes it easier to navigate around a large spreadsheet.

The program supports up to three desktops that let you manage up to 36 files simultaneously (see *Figure 1*). There are also three editable clipboards; one each for the word processor, data base, and spreadsheet. You can copy or move information from any clipboard to any of the three types of files. This flexibility makes AppleWorks more integrated than ever.

AppleWorks 4 makes it easier to work with all three of the program's modules. For example, the word processor now differentiates between bold and underlined text by displaying the printer options in MouseText characters, not nondescript carets. You can also split the word processor window to compare two parts of a document (see *Figure 2*). Macs and PCs are no longer the only computers that "do" windows.

AppleWorks' re-designed data base lets you create up to 60 categories and 30 report formats. It also supports data entry masks which automatically format Social Security numbers, telephone numbers, Zip Codes, and any other data fields you specify.

The newest version of AppleWorks also eliminates some of the minor annoyances in the earlier versions of the program. For example, when you invoke Apple-R in a data base and cancel the existing selection rules, the cursor remains on the current record rather than jumping to the first record in the file.

Enhanced Power

Other features bolster the program's power and usefulness. For example, AppleWorks 4 lets you forge direct data base/word processor links, create sophisticated relational data bases, and design three-dimensional spreadsheets.

One of the most striking improvements is the new partnership between the data base and word pro-

Figure 2: A Split Window in a WP Document

```
File: THE.ARTICLE          REVIEW/ADD/CHANGE          Escape: Main Menu
=====
The Formulas
```

The sidebar "Understanding Date Math in the Spreadsheet" details the new functions and formats, which are used extensively in this template. The logic of the spreadsheet is sketched out formula-by-formula below. Continue as follows:

1. In cell K26, enter the formula `@Date(G13,C13,E13)`. This is the starting date of the entire project. The display will be ###, because the column

Sidebar--Understanding Date Math in the Spreadsheet

This month's template focuses on the new date-math function and format in the AppleWorks 4 spreadsheet module.

The general form of the function is @DATE(year, month, day). The function returns an integer number (such as 3, 33007, or 6500) which is the number of days that have passed since January 2, 1904. If you type @DATE(1994,5,15) into a cell at least five digits wide and formatted to fixed values with no

Type entry or use commands Line 394 Column 1 12/27/93 5:24

cessing modules. Specifically, AppleWorks 4 lets you link a word processor document to a data base so you can display text from the word processor file as if it was in the data base record. A supplied macro lets you switch back and forth with ease. *[Ed: Step-by-step directions for using the feature appeared in Will Nelken's AppleWorks 4 Primer article in last month's issue of the **AppleWorks Forum**.]*

Developers Randy Brandt and Dan Verkade worked hard to integrate AppleWorks in ways that transcend the original clipboard's copy/paste/move capabilities. For example, AppleWorks 4 lets you use up to eight pop-up glossaries from which you can quickly select data base information to incorporate into your documents. The glossary feature makes it easy to address a letter or fill in "boilerplate" text.

Bulk mailings are easier too, thanks to AppleWorks 4's new print-merge function. (Mail merge used to be cumbersome because you had to store your data base data on the clipboard. Word processor files in AppleWorks 4 can directly access the data base with no intermediary required.) You can also specify a maximum number of characters for each merged item. That makes it easy to use AppleWorks to fill out pre-printed forms.

Figure 3: AppleWorks 4 Function List

File: FUNCTIONS FORMULA Escape: Restore former entry

Category: Total
Rules: Formula
@Sum([Item #1],[Item #2],[Item #3])

=====

Choose item to change:

--> **Formula**

2. Update empty categories only No

@Sum([Item #1],[Item #2],[Item #3])

MoFromJul
Not
Or
PriorRec
Right
Round
Sqrt
Sum
Time
TimeToNum
Today
TotRecs
Upper
Val
YrFromJul

Use arrows to select, then press Return 3820K Avail

gram supports calculated data base categories that accept formulas you can build with the pop-up function list that appears in the data base and spreadsheet modules (see *Figure 3*).

Spreadsheet Features

AppleWorks 4 also brings greater spreadsheet power to the desktop. New functions like @ALERT and @DATE let you post warnings to users and perform date arithmetic (see *Figure 4*). You can now format cells in scientific notation to handle large numbers.

AppleWorks 4 formulas can include references to any other spreadsheet on the desktop. That lets you design “three dimensional” worksheets that merge the data from other spreadsheets.

These features let you construct worksheets that were impractical or impossible to build with earlier versions of AppleWorks.

New Utilities

AppleWorks 4 includes the TimeOut kernel and InitManager, two small programs that let you add features to AppleWorks. The AppleWorks 4 package also comes with TimeOut Paint and some useful “Inits” (small programs that load during startup and change the way AppleWorks functions). Most older Inits are built into AppleWorks 4, but the program includes some new Inits, most of which are commands for UltraMacros users.

AppleWorks 4 comes with an UltraMacros player that runs pre-recorded macros. Among the twenty-five macros supplied with “The Works” are macros that automatically add files to the desktop, address envelopes, and pre-format memos with your name, address, and phone number. To create your own macros you must buy UltraMacros 4.3 or update UltraMacros 4.2 to version 4.3 with the TimeOut Updater that comes with

Figure 4: Example of an ALERT

File: Planner.Templ REVIEW/ADD/CHANGE Escape: Main Menu

-----A-----B-----C=DE=F=G=H=I=J=

23| Likely Calendar

24| Start Days to

25|NAME TASK/ASPECT Date: Complete

26| MM/DD/YYYY ###

27|

28|Aaron Task 1 2/10/1994 100 ###

29|

30|

31| Task extends past deadline

32|

33|

34|

35|

36|

37|

38|

39|

40|

I28: (Width: 8, Value, Layout-C0, Protect-V)

Press Space Bar to continue 3830K Avail

Data Base Features

Perhaps the greatest improvement in AppleWorks 4 (and the one that will take users the longest to learn) is the inclusion of the powerful features formerly provided by JEM Software’s TotalControl.

For example, AppleWorks 4 can import information into a data base category from another data base file or even from a spreadsheet. And the pro-

AppleWorks 4. This utility also updates many other TimeOut applications so they work with AppleWorks 4. *[Ed: A list of the TimeOut applications updated by this program appeared in last month's issue of the **AppleWorks Forum**.]*

Requirements

Although you can run the program from a 5.25-inch disk on any 128K Apple IIe, IIC, IIC+, IIGS, or compatible computer, AppleWorks 4 only leaves room for a 20K desktop, requires frequent disk swaps, and does not let you use macros on a 128K, 5.25-inch drive system. *[Ed: Owners of "unenanced" IIe systems cannot display the MouseText characters nor use the UltraMacros player built into AppleWorks 4.]*

Owners of 5.25-inch disk drive systems will want at least 512K of RAM to use the latest version of AppleWorks. AppleWorks 4 will load itself into your extra memory and will require few disk swaps while you work.

Additional memory and a 3.5-inch disk drive or hard drive let you manage larger desktops with even less disk-swapping. The AppleWorks 4 package includes an easy-to-use hard disk installer.

Compatibility

AppleWorks 4 can load all files created with previous versions of AppleWorks. In the other direction, AppleWorks 3.0 can read all AppleWorks 4 word processing files and all spreadsheet files that do not use the new functions added to the program.

The data base file format changed considerably in AppleWorks 4; you cannot load AppleWorks 4 data bases into AppleWorks 3.0. Attempting to load these files into AppleWorks 3.0 will lock up your system. You can still transfer your AppleWorks 4 data bases into earlier versions of AppleWorks, but the process involves saving your data in text files. Then you use the text files to create new data bases with the earlier version of AppleWorks.

Printer Support

AppleWorks 4 supports all the printers available for earlier versions of AppleWorks and some newer hardware, most notably the Hewlett-Packard DeskJet printer. The HP drivers included with AppleWorks 4 support "Portrait" (vertical) and "Landscape" (sideways) printing. We tested a DeskJet 550c and, although it was not among the models listed in the documentation, the printer worked fine. *[Ed: NAUG recently released an AppleWorks 4-compatible version of its Printer Drivers Disk, with drivers for more than 100 printers not supported by AppleWorks 4. The Printer Drivers for AppleWorks 4 Disk costs \$4 (5.25-inch) or \$6 (3.5-inch) plus \$2 s/h from the NAUG Public Domain Library.]*

Documentation and Support

The 500-plus page reference manual included with AppleWorks 4 is attractively designed and highly readable. A well-organized table of contents, helpful glossary, and skimpy but adequate index make it easy for novices to look up the information they need. A "Delta Documentation" insert describes the changes made in AppleWorks 4 and should help AppleWorks 3 users find the information they need about AppleWorks 4.

The AppleWorks 4 package also includes an introductory video and several printed inserts. The video demonstrates some of the new features added to AppleWorks, but is more a sales piece for Quality Computers than an instructional insert. *[Ed: A second "how to" video is available at additional cost.]* One of the inserts tells you how to install AppleWorks 4 on a hard drive. Other documents outline the status of the TimeOut applications and answer some frequently asked questions about AppleWorks 4. The laminated Quick Reference card is an invaluable resource, especially for novice users.

Disk-based documentation includes the customary online help and some new tutorial files.

Our only complaint was inadequate documentation for the MEM.SYSTEM program. This utility keeps AppleWorks from overwriting the memory

**“ With
AppleWorks 4
you get
good value
and good
support.”**

reserved for a RAM disk. We discovered that to use MEM.SYSTEM you must copy the program to the disk or subdirectory containing the AppleWorks program and then run MEM.SYSTEM by typing RUN MEM.SYSTEM from BASIC or by using a program selector. The directions on screen will guide you from that point on.

We made several telephone calls to Quality Computers' technical support line and sent questions to the company through America Online. Reaching technical support on the phone was difficult; the lines were frequently busy. But when we got through, a courteous, helpful staffer walked us through each problem. Online responses took a day or two.

Trouble calls are not toll free, but there is no charge for technical support. That does not seem extraordinary until you consider how Macintosh and PC software companies are scrambling to devise ways to charge for support in response to free-falling software prices. With AppleWorks 4 you get good value and good support.

Rough Spots

AppleWorks 4 is a surprisingly stable product, but we did run into several glitches in version 4.01, the version we used to prepare this review. First, the hard disk installer creates a subdirectory called /AW4/. If you already have a directory with that name, the installer gives an I/O error message and quits without explanation.

Replacing a previously created glossary with a new one caused our system to freeze. (Quality's technical support said that to avoid a lockup you must press the Escape Key. That returns you to your word processor document and deletes the old glossary completely. Then press Apple-A to create the new glossary.)

We also discovered at least one data base bug. AppleWorks 4 will not let you sort the data base on the right-most category in a table style report. (If you put the cursor on that category, AppleWorks sorts on the next to last category.) Quality suggests that you put the cursor at the far right-hand edge of

the display in the "LENGTH" column. Then press Apple-A to arrange the right-most category.

The initial shipment of disks distributed in November 1993 had several other bugs, but these were fixed in version 4.01. (To determine if you have version 4.01, press Apple-? at the Main Menu and scroll to the bottom of the Help list. If the copyright notice does not include "v.4.01" you can receive a free update by calling Quality's toll-free line or technical support number.)

According to Quality, AppleWorks 4.02, which fixes the bugs we encountered in our tests of AppleWorks, will be available by the time you read this review. Quality will offer the upgrade as a free patch online or for \$10 by mail. [Ed: *The AppleWorks 4.02 Updater also appears on this month's issue of NAUG on Disk and on the Electronic Forum. The AppleWorks 4 Updater also includes version 1.1 of "RFP" (Randy's Free Patches) which contains 13 patches that let you customize AppleWorks 4. The patches let you (a) reverse the Yes / No options, (b)*

"AppleWorks 4 is a substantial revision of an already excellent product."

press a single key to select from a menu, (c) set the autosave feature to save files to the current or original directory, and offer nine other ways to customize AppleWorks. NAUG on Disk, which requires a 3.5-inch disk drive, costs \$10 directly from NAUG.]

Conclusion

AppleWorks 4 is a substantial revision of an already excellent product. This latest version offers a higher level of integration and more powerful features than you may have thought possible in a program requiring as little as 128K of memory.

Despite these new features, the basic program and user interface remain unchanged. The program boasts the same familiar menus and keyboard command structure; you will feel right at home with AppleWorks 4. However, learning some of the new features can be daunting, despite the manual's detailed instructions.

In short, AppleWorks 4 is as familiar and easy to use as ever, and power users will appreciate its advanced capabilities. If you use AppleWorks for

Software Review...

anything more than casual word processing, you should invest in this outstanding upgrade. ■

[Keith Johnson is Associate Director of the Fleischmann Planetarium at the University of Nevada.]

[Ira M. Garvin is a Social Studies teacher at West Hempstead High School in New York State and may be reached on America Online as Sherlock4.]

[AppleWorks 4 costs \$169.95. Upgrades from AppleWorks 3.0 cost \$79.95, upgrades from AppleWorks 2.x cost \$99.95, and upgrades from AppleWorks 1.x cost \$119.95. Site licenses available; call the company for pricing information.]

[Quality Computers, 20200 Nine Mile Road, Box 349, St. Clair Shores, Michigan 48080; (800) 777-3642; Fax: (313) 774-2698; Technical Support: (313) 774-7740; BBS: (313) 774-2652; America Online: QUALITYCOM; GENie: W.CARVER1; Internet: qualitycom@aol.com.]

SAVE SAVE SAVE		
INTERNAL SCSI HARD DRIVES FOR THE IIE & GS WITH CONTROLLER		
20 MEG WITH CONTROLLER	\$149.00	
40 MEG WITH CONTROLLER	\$199.00	
5.25" DISK DRIVE FOR APPLE II, E, GS, C, C+, MAC LC W/II E EMULATION		
1 YEAR WARRANTY	\$129.00	
IIE POWER SUPPLY	\$55.00	
GS POWER SUPPLY	\$75.00	
SUPER SERIAL CARD 100% APPLE COMPATIBLE ...	\$54.95	
IIC MOUSE	\$59.00	
GS MOUSE	\$59.00	
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CALL OR WRITE FOR FULL CATALOG		
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AppleWorks News

News and Special Offers for NAUG Members

NAUG BBS Upgrade

NAUG recently upgraded the communications capability of the Electronic Forum, the organization's AppleWorks bulletin board service. The Electronic Forum now offers high speed (v32.bis) communications on all three telephone lines used by the system. All callers should contact the Electronic Forum at (615) 359-8238; automatic switching equipment will transfer your call to the next available line.

AppleWorks 4 Print Buffer

AppleWorks 4 co-developer Dan Verkade recently announced the release of WaitLess, a set of patches that add automatic print buffering to AppleWorks 4. WaitLess lets you use AppleWorks while your printer generates your output.

Using WaitLess is easy. You print normally from AppleWorks; the print thermometer appears on your screen and fills quickly as WaitLess uses the AppleWorks desktop memory to store your output. The program then returns you to AppleWorks while it prints your document.

A TimeOut utility included with WaitLess lets you turn off buffering, pause and re-start a print job, or stop the current print job and clear the buffer.

WaitLess lists for \$17. NAUG members can buy the program directly from Clear Night Software for \$15 plus \$3 s/h (\$5 s/h for international orders).

Include a check or money order with your order; Clear Night does not accept credit cards. Purchase orders accepted with payment of a \$5 processing charge.

WaitLess requires AppleWorks 4.01 or later. The program works on any system capable of running AppleWorks 4, but at least 256K of RAM is recommended. Clear Night Software maintains a "satisfaction guaranteed or your money back" policy for NAUG members.

[Clear Night Software, 51 Bowen Road, Perris, California 92571.] ■

How to Create Alphabetized Lists

by Rita Thofern

*The My Favorite Macro article in the November 1993 issue of the **AppleWorks Forum** presented a macro that alphabetizes paragraphs and lists in word processor documents. This month's article describes how to perform similar operations with an unenhanced copy of AppleWorks 3.0. The author assumes that you know the basics of AppleWorks.*

Software developers make many compromises when they create a program. This is particularly true of integrated programs that must include many of the elements normally built into high-end word processing, data base, and spreadsheet programs.

For example, most dedicated word processing programs can alphabetize lists in a document. Although AppleWorks does not offer this feature, you can use the program's clipboard and spreadsheet module to alphabetize your word processor lists in AppleWorks3.0.

I will show you how to alphabetize a list of names, but you can use these procedures to alphabetize any list of words or phrases. When you are done, you will produce the letter with the alphabetized list in *Figure 1*.

Setting Column Widths

First, you will set up a five-column spreadsheet to accept and alphabetize your data. Proceed as follows:

1. Create a new spreadsheet called ALPHABETIZE.
2. Use the Apple-L command to change columns A through E to 15, 1, 20, 17, and 17 characters wide respectively. The number of columns and column widths will depend on your application.
3. Press Apple-S to save your spreadsheet as a template on your disk. If you use AppleWorks 4 or TimeOut FileMaster with AppleWorks 3.0, lock the template.

Figure 1: Alphabetized List in a Letter

National AppleWorks Users Group		
Box 87453		
Canton, MI 48187		
(313) 454-1115	Fax: (313) 454-1965	
1 February 1994		
Dear Mr. Washington:		
Here is the list of the NAUG staff that you requested:		
<u>FIRST NAME</u>	<u>LAST NAME</u>	<u>TITLE</u>
Sandra	Crenshaw	Disk Dupl./Ship.
Pamela	Fair	Member Services
Nancy	Hytinen	Telephone/Other
Robert	Kliemann	Bulk Mailing
Sherry	Kuhr	Member Services
Nanette	Luoma	Page Layout
Cathleen	Merritt	Director/Editor
Nancy	Perry	Order Fulfillment
Warren	Williams	Pres./Assoc. Ed.
Most of the staff works part-time for NAUG and part-time for our sister organization, C*WUG, which supports ClarisWorks users on the Macintosh and Windows platforms.		
Thanks for writing. Please let us know if there is any other way I can help.		
Sincerely,		
Cathleen Merritt, Director		

Word Processor Tips...

Now you will enter some sample data. Continue as follows:

- Press Apple-N and change the name of the template to NAUG.STAFF.
- Enter the information from *Figure 2*. Type the first names in column A and last names in column C. Column B ensures that a space appears between the first and last names.

This is an example of an inter-office telephone directory you would save for future use. Do not bother typing the worksheet title and column headings if the spreadsheet you create is for temporary use.

- Use Apple-L to right justify the data in column A, the FIRST NAME column. This step “nudges” all the FIRST NAME entries closer to their LAST NAME counterparts.

Use the Apple-L command to right justify the word “EXTENSION” in cell E3.

Your worksheet should look like the example in *Figure 3*.

Now you will alphabetize the names. Continue as follows:

- Save your work. You are about to rearrange your data, and there is no “undo” or “unarrange” command in AppleWorks.
- Put the cursor on the cell that contains the last name of the first person in the list. In the example, put the cursor in cell C5 (“Merritt”).
- Press Apple-A to arrange the entries by last name. Highlight rows 5 through 14 and specify “Labels from A to Z”. Your alphabetized list should look like the example in *Figure 4*. If your list includes two or more people with the same last name, alphabetize the list on the

Figure 2: Data in the Spreadsheet

File: NAUG.STAFF	REVIEW/ADD/CHANGE	Escape: Main Menu
=====A=====B=====C=====D=====E=====		
1 NAUG Staff Telephone Directory		
2		
3 FIRST NAME	LAST NAME	TITLE
4		EXTENSION
5 Cathleen	Merritt	Director/Editor
6 Nancy	Hytinen	Telephone/Other
7 Nancy	Perry	Order Fulfillment
8 Nanette	Luoma	Page Layout
9 Pamela	Fair	Member Services
10 Robert	Kliemann	Bulk Mailing
11 Sandra	Crenshaw	Disk Dupl./Ship.
12 Sherry	Kuhr	Member Services
13 Warren	Williams	Pres./Assoc. Ed.
14		
15		
16		
17		
18		

A4		
Type entry or use ⌘ commands		118K Avail.

Figure 3: Right Justified First Names

File: NAUG.STAFF	REVIEW/ADD/CHANGE	Escape: Main Menu
=====A=====B=====C=====D=====E=====		
1 NAUG Staff Telephone Directory		
2		
3	FIRST NAME LAST NAME	TITLE
4		EXTENSION
5	Cathleen Merritt	Director/Editor
6	Nancy Hytinen	Telephone/Other
7	Nancy Perry	Order Fulfillment
8	Nanette Luoma	Page Layout
9	Pamela Fair	Member Services
10	Robert Kliemann	Bulk Mailing
11	Sandra Crenshaw	Disk Dupl./Ship.
12	Sherry Kuhr	Member Services
13	Warren Williams	Pres./Assoc. Ed.
14		
15		
16		
17		
18		

E4		
Type entry or use ⌘ commands		118K Avail.

FIRST NAME entries first and the LAST NAME entries second.

Creating a Word Processor Document

Now you will create the word processor document that will include your list. Follow these steps:

- Create a word processor file called WP.DOCUMENT.

Figure 4: Alphabetized Data

File: NAUG.STAFF	REVIEW/ADD/CHANGE	Escape: Main Menu
=====A=====B=====C=====D=====E=====		
1 NAUG Staff Telephone Directory		
2		
3	FIRST NAME LAST NAME	TITLE EXTENSION
4		
5	Sandra Crenshaw	Disk Dupl./Ship. 666
6	Pamela Fair	Member Services 123
7	Nancy Hytinen	Telephone/Other 987
8	Robert Kliemann	Bulk Mailing 444
9	Sherry Kuhr	Member Services 555
10	Nanette Luoma	Page Layout 333
11	Cathleen Merritt	Director/Editor 222
12	Nancy Perry	Order Fulfillment 777
13	Warren Williams	Pres./Assoc. Ed. 111
14		
15		
16		
17		
18		

A4		
Type entry or use ⌘ commands		118K Avail.

Adding the Alphabetized List

Now you will use the clipboard to copy the appropriate data from the spreadsheet into the word processor document. Continue as follows:

3. Switch to the NAUG.STAFF spreadsheet.
4. Press Apple-O to access the Printer Options Menu. Then type PH to turn off the report header, press the Return Key, and press the Escape Key.
5. Press Apple-P to print the "Block" from cells A3 through D13 to "The clipboard (for the Word Processor)".
6. Switch to WP.DOCUMENT.
7. Put the cursor where you want the list to appear and press Apple-C and copy the contents from the clipboard.
8. Delete any extraneous spaces and use the word processor formatting functions to fine-tune or annotate the list. Then print the document.

Your printout should look like the example in *Figure 1*.

Conclusion

This article describes how to insert alphabetized lists in your word processor documents. UltraMacros and the other AppleWorks enhancements add significant functionality to the program. But even power users are often impressed by how much you can do with an unenhanced copy of AppleWorks 3.0.

[Rita Thofern, who lives in Roberts, Wisconsin, is a school administrator in the St. Paul (Minnesota) schools.]

Figure 5: Word Processor Document

```

File: WP.DOCUMENT          REVIEW/ADD/CHANGE          Escape: Main Menu
=====<=====<=====<=====<=====<=====<=====<=====<=====<=====<=====
-----Centered
-----Chars per Inch: 12 chars
-----Platen Width: 8.5 inches
                ^National AppleWorks Users Group^
                ^Box 87453^
                ^Canton, MI 48187^
                ^ (313) 454-1115    Fax: (313) 454-1965^
                1 February 1994
-----Unjustified
Dear Mr Washington:
Here is the list of the NAUG staff that you requested:
Most of the staff works part-time for NAUG and part-time for our sister
organization, C*WUG, which supports ClarisWorks users on the Macintosh and
Windows platforms.
Thanks for writing. Please let us know if there is any other way I can help.
Sincerely,
Cathleen Merritt, Director
Type entry or use ⌘ commands          Line 1 Column 1          110K Avail.

```

2. Type the text of the document shown in *Figure 5*.



AppleWorks® 4.0

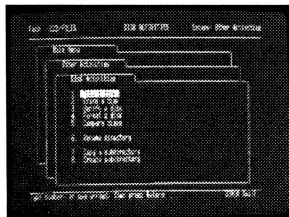
More power. More speed. Easier to use.

OVER 100 NEW AND IMPROVED FEATURES



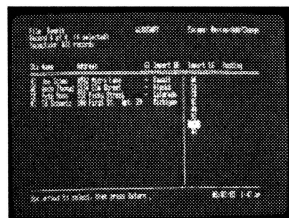
NEW IN THE SPREADSHEET

Create and edit your own pop-up Alert Dialog Boxes in your spreadsheets. Give yourself valuable warnings about errors in formulas or if your checkbook is out of balance.



NEW ON THE DESKTOP

The new Disk Activities, File Activities, and clipboard editing menu options give you more control over AppleWorks than ever before.



NEW IN THE DATA BASE

Build a Pop-Up Glossary in the Data Base of commonly used data, like state abbreviations, area codes, salutations, closings, and more.



NEW IN THE WORD PROCESSOR

AppleWorks 4.0 gives you a split-screen function in the Word Processor, allowing you to view one part of your document and work on another. It's great for keeping your writing consistent!

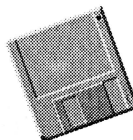
GET MORE FROM APPLEWORKS 4.0 WITH THESE ENHANCEMENTS



The icon above is symbolic of the effects that are available.

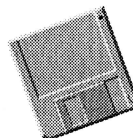
AfterWork: AfterWork runs inside AppleWorks to give a variety of attractive and fun screen savers that look great while preventing screen damage.

\$24.95



CheckWorks: Balance your checkbook, write checks, and do what other good checkbook programs do—all inside of AppleWorks.

\$29.95



One-Touch Commands Disk: AppleWorks 4.0 comes with dozens of one-touch functions. This disk is packed with even more.

\$14.95



The Q Drive—Apple II: Have your work at your fingertips from the moment you start your computer. The Q Drive forever ends tedious disk swapping and slow-opening programs. The perfect drive! Compatible with Apple, Mac & IBM. A SCSI Card is required with the Q Drive.

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How (and Why) to Boot into ProDOS-8

by Dan Crutcher

If you own an Apple IIGS and a hard drive, you probably boot into GS/OS when you start your system. That lets you run both 8-bit programs like AppleWorks and 16-bit applications like AppleWorks GS without re-booting your computer.

However, if you primarily use 8-bit applications like AppleWorks and Publish-It!, you should boot your computer into ProDOS-8, Apple's 8-bit operating system, not into GS/OS. Boot into ProDOS-8 and your 8-bit programs run more reliably, your computer makes more desktop memory available to AppleWorks, and your system boots faster than when you boot into GS/OS. You can always launch GS/OS for your 16-bit applications.

If you use System 6.x, you can boot into ProDOS-8 by holding down the "8" key at startup. But it is all too easy to forget to hold down the key. And RamFAST owners cannot use this method because the RamFAST controller intercepts the "8" for its own use.

This article describes how to configure your system so you boot into ProDOS-8 every time you turn on the computer or do an Apple-Control-Reset warm boot. When you need it, you can launch GS/OS just like any other program.

What You Need

You need an Apple IIGS computer equipped with a hard drive, an 8-bit program selector (I prefer ProSel 8, but any will do), and GS/OS 5.0.3 or later to use these procedures.

I will assume that you installed GS/OS on one of your hard drive partitions and that you currently boot into GS/OS when you turn on your computer. (Your system displays "Welcome to the IIGS" and a

"thermometer" when you turn on your computer.) If you have not installed GS/OS, do so now.

Step-by-Step Procedures

Then follow these steps:

1. Boot your computer and use the Finder or any file utility program to copy (not move) the file "P8" from your System Folder to the root directory of your boot partition.
2. Use a file utility to rename the file "PRODOS" in your root directory to "LAUNCH.GSOS". This file is not really ProDOS, it's the "boot stub" that launches GS/OS. To verify that it is

not the "real" ProDOS, check its size. ProDOS is 16K to 18K (depending on the version you use). The "boot stub" ProDOS is about 2K.

3. Rename "P8" in your root directory to "PRODOS".
4. Use a file utility to sort your root directory so the first ".SYSTEM" file in that directory is your Pro-

DOS 8 program launcher. For example, if you use ProSel 8, this file is "PROSEL.SYSTEM"; if you use Squirt it is "SQUIRT.SYSTEM".
[Ed: See the sidebar entitled "For the Non-Risk-Takers Among Us" for a more conservative approach to this operation.]

If you use a BASIC program (like Sneeze) as your launcher, you have to rename it "STARTUP" and make "BASIC.SYSTEM" the first .SYSTEM file in your root directory. (If you use Sneeze you should also copy "DOGPAW" and "SNEEZE.UTILS" to your root directory.)

"Here's a better way to launch AppleWorks on your Apple IIGs."

For the Non-Risk-Takers Among Us

Users report that ProSel-8 and ProSel-16 can reliably sort the files in a directory. But Copy II+ users should beware; many Copy II+ users report damaged directories after trying to sort the directory with this popular utility.

The unreliability of Copy II+ and the concern for the integrity of my directories makes me wary of directory-sorting applications. Here is another way to rearrange the files in your directory without using a directory sorting program. Follow these steps:

- A. Use a utility program or the CATALOG command in BASIC to display an unsorted list of the files in your root directory. Note the name of the first file on the list and of the .SYSTEM file that launches your 8-bit program selector.
- B. Copy the two files you identified in step A to a floppy disk or another directory. Then delete the original files.
- C. Copy the .SYSTEM file from the floppy disk or other directory back to the root directory.
- D. Copy the other file back to the root directory.
- E. Use the utility program or the CATALOG command to confirm that the file you want to launch is now the first .SYSTEM file in the root directory.

How this Works

ProDOS launches the first .SYSTEM file in your directory upon bootup. Therefore, the .SYSTEM file that launches your 8-bit program selector should appear at the beginning of your directory.

Step B above makes space for this file by deleting the first file in the directory. (Advanced users will recognize that ProDOS does not actually delete the file. Instead, it marks the file as “deleted”, thus allowing ProDOS to re-use the space previously reserved for this directory entry and file.)

ProDOS now considers that space in the directory unused. Thus, the next file you copy into the directory will fill that “empty” slot at the beginning of the directory.

— Cathleen Merritt

5. ProSel and many other ProDOS-8 program launchers let you create a menu that you use to launch your applications. If your launcher supports program menus, add “GS/OS” as another application. Configure your launcher so that selecting GS/OS launches the file “LAUNCH.GSOS”.

For example, if you use ProSel, the setup will look like this:

Screen title: GS/OS

Prefix: ?

Application: LAUNCH.GSOS

Startup: <blank>

Conclusion

That is all there is to it. The next time you reboot, your Apple II will take you to your ProDOS-8 selector from which you can launch AppleWorks, ProTerm, Publish-It!, and any other 8-bit application without wasting the time or memory overhead of GS/OS. When you want to use a GS application, launch GS/OS and proceed from there. But remember that you must launch GS/OS before you can run your 16-bit programs or use of your favorite CDAs or NDAs.

If you decide that you do not like this setup, you can reverse the procedure by deleting “PRODOS” from your root directory and renaming “LAUNCH.GSOS” back to “PRODOS”.

[Dan Crutcher is a magazine publisher who lives in Louisville, Kentucky. He is the author of Check-Works, TCXpress, TCX/NAUG and other Ultra-Macros-based programs.]

Insure Your Tax Data

Polaroid DataRescue disks are insured. If your disk gets damaged for any reason, Polaroid will try to recover the data and return it to you on a new disk. NAUG recommends these disks and uses them for our hard disk backups and to store our financial and membership data.

NAUG members can get special discounts on Polaroid DataRescue disks directly from NAUG. A box of ten 5.25-inch double sided, double-density disks costs \$9.00 (list \$17.50), and a box of ten 3.5-inch double-sided, double-density disks costs \$13.50 (list \$28.50).

Recent Additions to NAUG's Public Domain Library

- Utilities & System Software -

Apple System Disk - v. 4.01



\$4.00



\$6.00

The latest version of Apple Computer's Apple System Disk. This disk includes the latest versions of Apple's 8-bit disk and file utilities and version 2.0.2 of ProDOS 8, version 1.5 of BASIC.SYSTEM, and version 1.0.1 of FASTCOPY. The disk also includes Apple's ProDOS clock patch, which modifies ProDOS so that ProDOS-compatible clocks can recognize dates after 1996.

BunkerWare Highlights



\$6.00

Updated versions of more than 750K of useful freeware and shareware utilities, Apple IIgs desk accessories, games, and other applications to help you enjoy and be more productive with your Apple IIgs computer. (See page 29 of the December 1992 issue of the *AppleWorks Forum* for a description of the files on this disk.)

DIF Converter



\$4.00



\$6.00

A BASIC program that lets AppleWorks 1.x and 2.x users create tab-delimited files from their DIF output.

File Attribute Zapper 2.1



\$4.00



\$6.00

Lets you examine and change the primary type, auxiliary type, and access bits of any ProDOS file. Lets you convert binary files that you accidentally download as text files and recover from other file incompatibility problems. Requires an enhanced Apple IIe, an Apple IIc or IIc+, or an Apple IIgs.

Heatseeker



\$4.00



\$6.00

An easy-to-use, ultra-fast, menu-driven disk and file utility. Copies disks and files and performs other file and disk maintenance functions. Includes an undelete utility that can restore deleted and damaged files. Also includes a file viewer that displays the contents of text and binary files.

lastPATCH



\$4.00



\$6.00

Eighteen patches for AppleWorks 4.01. lastPATCH modifies AppleWorks 4.01 so you do not have to press the Return key after you make a menu selection, reverses AppleWorks' "Yes/No" queries, moves the Apple-Q Menu to the upper right-hand corner of your screen, lets you customize many of the messages on the AppleWorks screen, and lets you make other changes to the program.

MS-DOS Utilities



\$6.00

Lets your Apple IIgs read from and write to any MS-DOS formatted floppy disk, hard disk, floptical disk, Syquest cartridge, and other removable media. The utilities are also compatible with

Apple's 3.5-inch SuperDrive and Applied Engineering's High Density Drive, PC Transporter 5.25-inch drives, and PC Transporter MS-DOS partitions under GS/OS on a hard drive. Shareware fee: \$15.

No Slot Clock Patch Disk



\$4.00



\$6.00

Modifies ProDOS 2.0.2 and the No Slot Clock Install program so the latest version of ProDOS recognizes the clock. The disk includes the latest version of ProDOS and BASIC.SYSTEM, the necessary patch program, and instructions.

Pointless Updater



\$4.00



\$6.00

Fixes problems with the System 6.0.1 Font Manager and updates Pointless 2.0 or 2.0.1 to version 2.0.2. You should order this disk if you use Pointless 2.0 or 2.0.1.

Printer Drivers Disk



\$4.00



\$6.00

This disk makes it easy to install more than 100 different printers into AppleWorks 3.0 or AppleWorks 4. You use any utility program to copy the correct file onto your AppleWorks disk or directory to install the printer on your system. Separate disks available for AppleWorks 3.0 and AppleWorks 4. The AppleWorks 4 disk includes a utility that converts any AppleWorks 3.0 SEG.ER file for use with AppleWorks 4.

Print Buffers Disk



\$4.00



\$6.00

Two print buffering utilities for Apple IIgs computers. **Buffer-Init** lets you buffer the output from 8-bit programs such as AppleWorks, Publish It!, and Print Shop. **GS Buffer** works with 16-bit programs such as AppleWorks GS.

Seven Hills Utilities



\$6.00

Four Apple IIgs utilities and accessories. **Mac Sound Grabber** lets you sample Macintosh sounds and convert them for use with your Apple IIgs. **Quick Launch** lets you launch applications from the System 6 Extras Menu. **SANE Fix** fixes a SANE tool problem that sometimes causes applications that use SANE to freeze. **WakeUp** lets you use many pre-System 6 screen blankers with the current IIgs operating system. Requires an Apple IIgs running System 6.0 or later.

System 6.01



\$24.00

This is the latest version of Apple Computer's operating system for Apple IIgs computers. NAUG recommends System 6.01 to all members using IIgs computers equipped with a hard drive. Limited documentation comes on the disks. Six disks.



- Utilities and Program Launchers -

Disk Stuff

 
\$4.00 \$6.00

A combination program launcher and file utility. Once you install Disk Stuff, you can quit a program, use the file utilities, and return to the application without changing disks. Disk Stuff is ideal for schools with floppy disk-equipped Apple II systems and no funds for disk utility programs like Copy II+ or FileMaster for every computer. You should be familiar with BASIC to use Disk Stuff; the disk includes some rudimentary documentation.

ProDesk Plus 3.02

 
\$4.00 \$6.00

A popular 8-bit program selector that can also display AppleWorks word processor, high resolution, and double high resolu-

tion files. Lets you create subdirectories, delete, rename, lock/unlock, copy, and find files. Includes a built-in screen saver, an alarm clock, and a pop-up help screen. Shareware fee: \$20.

Program Launchers Disk

 
\$4.00 \$6.00

Eight program launchers that work with all Apple II and Apple II-compatible computers. These launchers, which are particularly valuable to schools that cannot justify the cost of a commercial program launcher, let you switch between programs without rebooting your system.

This disk includes the latest versions of ProDOS and BASIC to help you create your own boot disks, but some familiarity with file copying and BASIC is necessary to use this disk.





- Macros -

TextMaster

 
\$4.00 \$6.00

Five macro-based utilities and four templates that make it easier to insert long or complicated blocks of text into data base and spreadsheet files. **ADD.TEXT.DB** links any data base file with a temporary word processor file that you use to type long strings of word wrapped text directly into data base categories. **ASP.ADD.TEXT** performs the same function for AppleWorks spreadsheet files. **AWP.STRING** moves word wrapped text between the three modules. **STRING.TOOLS** adds boxed text to spreadsheet and data base files. **T.CONVERT** inserts word processor text into a data base file. The disk also includes four templates that insert attractively formatted text in stylized boxes into any AppleWorks module.

Clemesha's Ultra 4 Utilities

 
\$4.00 \$6.00



Twenty-three Ultra 4 dot commands and 24 Ultra 4 macro-based utilities for AppleWorks 3.0. Includes **.Accent** (prints accented characters), **.ChngChar** (replaces any character with any other character), **.FindChar** (finds any character), **.FillBlock** (fills a line of contiguous characters with any character), **.Clip.Window** (provides a nine-line "push down" clipboard), **.Multi.Clip** (offers nine one-line clipboards), **.Print** (prints each line you type), and **.Statistics** (computes standard deviation, linear regression, frequency distribution, and harmonic analysis within the spreadsheet module).

The disk also includes two BASIC programs that let you disassemble the elements of an Ultra 4 INIT file and reassemble the file with any dot commands you want. Shareware fee: \$10.





- Templates -

ChurchWorks

 
\$4.00 \$6.00

AppleWorks templates that help you manage church or temple membership and financial data. The templates track names and addresses, contributions, Sunday School finances, speakers, and church volunteers. ChurchWorks produces monthly, quarterly and annual financial reports, church rosters, mailing lists, birthday and anniversary lists, and mailing labels. Other templates on the disk produce audiotape labels and two and three-column newsletters. The newsletter templates require Publish It! 3 or later. Shareware fee: \$10.

Payroll Calculator 1994

 
\$4.00 \$6.00

An AppleWorks 3.0 payroll system for businesses with up to 25 hourly and nine salaried employees. Computes gross earnings, FICA, and FIT withholding, and up to two user-defined deductions. Includes complete documentation. Shareware fee: \$25.

Wellman Forms.1

 
\$4.00 \$6.00

Twenty word processor files with "images" of business forms that you print and duplicate with your copier. Includes address book pages, meeting agendas, telephone conversations reports, to-do lists, expense reports, memo pads, daily appointment schedules, "while you were out" forms, routing slips, shopping lists, and weekly planners. Shareware fee: \$7.50.

Wellman Forms for Publish-It!


\$6.00

Fifty attractively formatted forms you can use in your home or business, all created for use with Publish-It!. The disk includes all the forms listed for the Wellman Forms.1 Disk above and a fax cover sheet, invoices, letterheads, 1/2-inch grid, postcard template, business statement, flash card template, kids chores list, recipe card, and greeting card template. Shareware fee: \$20.

- Barrows Disks -

Each Barrows Utility Disk includes both TimeOut and task file versions of each utility, word processor files with annotated copies of the macros, and documentation in AppleWorks word processor files on the disk. The disks include both UltraMacros 3.1 and Ultra 4 versions of the macros. They require AppleWorks 3.0 enhanced with TimeOut or with UltraMacros 3.1 or later. These disks are not compatible with AppleWorks 4.

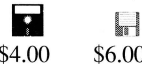
Barrows' Utilities - Disk 8



\$4.00 \$6.00

Mermack: A fortune telling game that generates messages in response to questions you ask the computer. **NumbrWheel:** Produces sets of random numbers for lottery picks and other applications. **Quick.List:** Reformats word processor text by putting a Return character at the end of every sentence. **ReturnTools:** Adds and deletes Return characters from word processor files. Lets you create multicolumn documents and text files you can send by electronic mail. **Space.Make:** Adds Returns to create double-spaced documents for electronic transmission. **Space.Zap:** Deletes extra spaces and blank lines from word processor files. **ASP.Grabber:** Pastes the contents of spreadsheet cells into word processor and data base files. **ASP.Switch:** Switches labels, values, and formulas from rows to columns and columns to rows in the spreadsheet module. **Line.Number:** Automatically inserts line numbers in word processor documents. **Set.Length:** Inserts Returns to create line lengths you specify.

Barrows' Utilities - Disk 9



\$4.00 \$6.00

ADB.Find: Finds and replace text strings anywhere in a data base file. **Data.Wrap:** Automatically "wraps" long data base entries into separate categories. **Copy.Cat:** Copies the contents of any data base category to the clipboard. **DateBook:** Creates a data base file you can use as a yearly datebook. **Format:** Six menu driven formatting tools for the AppleWorks word processor. **Journal:** Creates a data base file you can use as a personal journal or diary. Also provides automatic word wrap so you can enter long descriptive entries in your data base categories. **Line.Sort:** Automatically sorts word processor lines into alphabetical order based on the first character in the line. **Super.Read:** Stores up to nine word processor lines, data base entries, or spreadsheet cells in memory and recalls those entries in any order you specify.

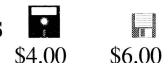
Barrows' Utilities - Disk 10



\$4.00 \$6.00

Add.Files: Quickly adds files to your desktop. **AutoCopy:** Copies blocks in spreadsheets. **Cat.Check:** Spell checks data base category names and individual data base records. **DBTools:** Six menu-driven data base utilities that restore a custom multiple record layout to its default settings, create data bases with blank entries ready to accept data, save the current layout as a report so you can restore the layout, create spreadsheets with the data from your data base file, and save your data base as a text file. **Grab.Screen:** Displays half of the current word processor screen in any other file or in any other area of the current file. **Page.Mark:** Lets you move quickly to locations you specify in a large word processor file. **SPTools:** Seven new spreadsheet tools, including macros that convert labels to values and values to labels. **Cat.Total:** Automatically calculates the total value of the entries in any data base category. **Data.V:** Spell checks a data base with a single keystroke. **Load.File:** Loads files from any drive without you setting the path to the file. **M.Convert:** Prints documents containing mousetext on an ImageWriter. **Math.Macs:** Five macro-based mathematics functions. Reduces fractions, tests numbers for prime, converts fractions to decimals and decimals to fractions. **Tab.Swap:** Replaces tabs with spaces or any other character. **Utils.WP:** Seven word processor utilities including a page counter, a word counter, a macro that adds the current date to the file name, and a "cursor restore" macro that puts the cursor where you left it when you last saved a document.

Barrows' UltraConvert Utilities



\$4.00 \$6.00

Time-saving templates and valuable utilities that help you convert UltraMacros 3.1 macros to work with Ultra 4.2 and create new Ultra 4.2 macros.

Barrows' Spreadsheets



\$4.00 \$6.00

Spreadsheets that perform running calculations on a column or row of numbers, convert entries between volts, amps, ohms, and watts, calculate areas and volumes of geometric solids, solve time and distance problems for falls affected by earth's gravity, create boxes for word processor documents, convert between measures of distance, calculate the future value of savings, describe and give examples of 51 different spreadsheet functions, calculate standard deviations, and calculate your target heart rate for aerobic exercises. Requires AppleWorks 3.0 or later.

- AppleWorks GS Disks -

PostalCoder GS



\$6.00

Professional-quality AppleWorks GS mail list management and postal bar code templates that maintain your mailing lists and address envelopes. PostalCoder GS automatically prints the correct postal bar code for all records that contain a nine-digit Zip Code. Shareware fee to author: \$5.

This disk also includes Paper Saver, an easy-to-use Apple IIGS

New Desk Accessory (NDA) that lets you control the movement of paper in your ImageWriter printer. Shareware fee: \$5.

Task Cards



\$6.00

AppleWorks GS data base and page layout templates that print 3-inch by 5-inch "task cards" with descriptions of tasks and objectives for individuals and small groups of students.

- Information -

Apple II Editors



 \$4.00 \$6.00

A data base with the name, address, and descriptions of 50 Apple II newsletters. Useful for writers who want to submit articles, user groups that want to exchange newsletters, developers who want to notify editors of new products, and to others who want to learn about the different Apple II newsletters published throughout the country.

Apple II History



 \$12.00 \$6.00

AppleWorks word processor files with a comprehensive description of the development and evolution of the Apple II family of computers. Three 5.25-inch disks or one 3.5-inch disk.



EntoStuff



 \$4.00 \$6.00

An AppleWorks data base that lists more than 60 vendors, companies, organizations, and other sources of entomologically-related information and materials for teachers, students, entomologists, naturalists, and biologists.

Government '94



 \$4.00 \$6.00

AppleWorks data base files with the name, address, and telephone number of all the Senators and Representatives in the 103rd Congress, and the name and party affiliation of all state Governors.

Internet Information



 \$4.00 \$6.00

The complete text of the book "Zen and the Art of the Internet". (The Internet is a government-sponsored electronic communications network for educators and businesses.) The disk also includes Phil Shapiro's review of "The Whole Internet Guide and Catalog", a 1992 book that covers almost every aspect of using the Internet. This disk is a "must" for anyone interested in the Internet.

Richard Reynolds Disk



 \$4.00 \$6.00

Teaches you how to disable the write protect switch on an original Apple II 5.25-inch disk drive. That lets you use the back of your disks without clipping out a part of the disk jacket. The disk also includes a useful one-page summary of all the AppleWorks Open-Apple commands and spreadsheet functions.

- Order Form -

3.5"	5.25"	Disk name
_____	_____	Apple II Editors
_____	_____	Apple II History*
_____	_____	Apple System Disk - 4.01
_____	_____	Barrows Utilities 8
_____	_____	Barrows Utilities 9
_____	_____	Barrows Utilities 10
_____	_____	Barrows Spreadsheets
_____	_____	Barrows UltraConvert Utils
_____	_____	BunkerWare Highlights
_____	_____	ChurchWorks
_____	_____	Clemsha's Ultra 4

3.5"	5.25"	Disk name
_____	_____	DIF Converter
_____	_____	Disk Stuff
_____	_____	EntoStuff
_____	_____	File Attribute Zapper 2.1
_____	_____	Government '94
_____	_____	Heatseeker
_____	_____	Internet Information
_____	_____	lastPATCH
_____	_____	MS-DOS Utilities
_____	_____	No Slot Clock Patch
_____	_____	Payroll Calculator 1994

3.5"	5.25"	Disk name
_____	_____	PostalCoder GS
_____	_____	Pointless Updater
_____	_____	Print Buffers
_____	_____	Printer Drivers - AW 3
_____	_____	Printer Drivers - AW 4
_____	_____	ProDesk Plus 3.02
_____	_____	Program Launchers
_____	_____	Richard Reynolds Disk
_____	_____	Seven Hills Utilities
_____	_____	System 6.01†
_____	_____	Task Cards

3.5"	5.25"	Disk name
_____	_____	TextMaster
_____	_____	Wellman Forms.1
_____	_____	Wellman Forms for Publish-It!

*Three 5.25-inch disks. \$12.
†Six 3.5-inch disks. \$24.

Quantity

_____	Public Domain Catalog	@ \$5	\$ _____
_____	5.25" Disks	@ \$4	\$ _____
_____	3.5" Disks	@ \$6	\$ _____
_____	Disk Sets		\$ _____
		Postage and Handling	\$ 2.00
		Total	\$ _____

☐ Check ☐ Visa/MC ☐ P.O. # _____

Credit Card # _____

Exp. Date _____

Signature _____

Phone _____

NAUG ID # _____

Name (Please print) _____

Address _____

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Mail to: NAUG • Box 87453 • Canton, MI 48187
(313) 454-1115; Fax: (313) 454-1965

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How to Create a Lesson Plan Spreadsheet

by Mitchell Bernstein

This month's favorite template uses the AppleWorks 3.0 or AppleWorks 4 spreadsheet module to create a classroom planner that tracks lessons in any three classes. The template, which prints a weekly lesson plan calendar, can also serve as a sophisticated personal or business planner. The author assumes that you know the basic AppleWorks commands.

Most teachers create their lesson plans with AppleWorks' word processor or data base modules. The templates created with these modules can help you plan lessons for a single academic subject but prove inadequate when you need to create plans for multiple subjects. In addition, the word processor and data base lesson plans do not automatically adjust your schedule when subjects get out of sync as a result of special days and holidays which interfere with your planned sequence of lessons.

By contrast, this month's spreadsheet template lets you plan separate daily lessons for up to three academic subjects. You can be on track in calculus, ahead in algebra, and behind in geometry without affecting the usefulness of the worksheet. You can also print out weekly lesson plan calendars like the sample in *Figure 1*. The template skips holidays and other days off and advances lessons automatically to the next school day. This "rollover" feature also makes the template useful for non-academic applications because it lets you plan three concurrent short- or long-term projects and print out weekly "to do" sheets. The template uses functions added to AppleWorks 3.0 and 4.x; it does not work with earlier versions of AppleWorks.

Figure 1: Sample Classroom Lesson Plan

Mr. Bernstein Room 102		Plans for week of: February 14, 1994	
	Algebra 1	Elementary Functions	Computer Applications
M O N D A Y	Add fractions.	Finish vector review.	Show mail merge.
	Different denominators	Linear equations,	Create award database
	P295-296 #101-121 odd	slope, intercept,	for mail merge.
		parallel, perp. lines.	Use 6 names & awards.
T U E S D A Y	SCHOOL	SCHOOL	SCHOOL
	IS	IS	IS
	CLOSED	CLOSED	CLOSED
W E D N E S D A Y	Add & subtract	Linear equations	Create mail merge
	mixed expressions.	review. Parallel,	letter of congrats.
	P297 #1-19 odd	perp. lines.	Set PL at 3.7.
		P459 #1-11 odd	Print 6 awards.
T H U R S D A Y	Go over homework.	Begin conics.	Finish database.
	Give review sheet	Circle.	Review work to date.
	for fractions test.	Worksheet: center and	
		radius.	
F R I D A Y	Go over review	TEST	Begin spreadsheet.
	sheet for fractions	VECTOR	Issue textbooks.
	test.		Assign reading.
			P301-305 (Chap. 12)

Figure 2: Template "Map"

B =====C=====D=====E=====F=====G=====

01
02 PRESS APPLE-RIGHT ARROW TWICE TO SEE THE DATA ENTRY AREA.EMPTY.
03
04

	Algebra 1	Elementary Functions	Computer Applications
05			
06			
07	12	12	12
08	13	13	13
09	14	14	14
10	15	15	15
11	16	16	16
12	17	17	17
13	18	18	18
14	19	19	19
15	20	20	20
16	21	21	21
17	22	22	22
18	1	1	1
19	2	2	2
20	3	3	3
21	4	4	4
22	5	5	5
23	6	6	6
24	7	7	7
25	8	8	8
26	9	9	9
27	10	10	10
28	11	11	11
29	23	23	23
30	24	24	24
31	25	25	25
32	26	26	26
33	27	27	27
34	28	28	28
35	29	29	29
36	30	30	30
37	31	31	31
38	32	32	32
39	33	33	33
40	34	34	34
41	35	35	35
42	36	36	36
43	37	37	37
44	38	38	38
45	39	39	39
46	40	40	40
47	41	41	41
48	42	42	42
49	43	43	43
50	44	44	44
51	45	45	45
52	46	46	46
53	47	47	47
54	48	48	48
55	49	49	49
56	50	50	50
57	51	51	51
58	52	52	52
59	53	53	53
60	54	54	54

A =====J=====K=====L=====M=====N=====O=====

01 IF SCHOOL IS OPEN, CELL MUST BE <--MONDAY THURSDAY-->
02 IF SCHOOL IS CLOSED ANY X <--TUESDAY FRIDAY-->
03 DAY(S), PUT 'X' NEXT TO ARROW. <--WEDNESDAY-->
04

12 <--- Starting Line	12 <--- Starting Line	12 <--- Starting Line
DATA ENTRY	DATA ENTRY	DATA ENTRY
Algebra 1	Elementary Functions	Computer Applications
1	1	1
2	2	2
3 SCHOOL	3 SCHOOL	3 SCHOOL
4	4	4
5 IS	5 IS	5 IS
6	6	6
7 CLOSED	7 CLOSED	7 CLOSED
8	8	8
9	9	9
10	10	10
11	11	11
12	12	12
13 Add fractions.	13 Finish vector review.	13 Show mail merge.
14	14	14
15 Different denominators	15 Linear equations,	15 Create award database
16	16	16
17 P295-296 #101-121 odd	17 slope, intercept,	17 for mail merge.
18	18	18
19	19 parallel, perp. lines.	19 Use 6 names & awards.
20	20	20
21	21	21
22	22	22
23	23	23
24 Add & subtract	24 Linear equations	24 Create mail merge
25	25	25
26 mixed expressions.	26 review. Parallel,	26 letter of congrats.
27	27	27
28 P297 #1-19 odd	28 perp. lines.	28 Set PL at 3.7.
29	29	29
30	30 P459 #1-11 odd	30 Print 6 awards.
31	31	31
32	32 Distance, midpoint.	32
33	33	33
34	34	34
35 Go over homework.	35 Begin conics.	35 Finish database.
36	36	36
37 Give review sheet	37 Circle.	37 Review work to date.
38	38	38
39 for fractions test.	39 Worksheet: center and	39
40	40	40
41	41 radius.	41
42	42	42
43	43	43
44	44	44
45	45	45
46 Go over review	46 TEST	46 Begin spreadsheet.
47	47	47
48 sheet for fractions	48 VECTOR	48 Issue textbooks.
49	49	49
50 test.	50	50 Assign reading.
51	51	51
52	52	52 P301-305 (Chap. 12)
53	53	53
54	54	54
55	55	55
56	56	56
57 Begin equations	57 Worksheet: circles,	57 Go through P.306-307
58	58	58
59 with fractional	59 find center, radius,	59 step-by-step.
60	60	60
61 coefficients.	61 or find equation.	61 Do all exercises and
62	62	62
63 P303 #1-41 odd	63	63 read all text.
64	64	64
65	65	65
66	66	66
67	67	67
68	68	68
69	69	69
70	70	70
71	71	71

C Bernstein Room 102 Plans for week of: February 14, 1994

	Algebra 1	Elementary Functions	Computer Applications
65			
66			
67			
68			
69	Add fractions.	Finish vector review.	Show mail merge.
70			
71	Different denominators	Linear equations,	Create award database
72			
73	P295-296 #101-121 odd	slope, intercept,	for mail merge.
74			
75		parallel, perp. lines.	Use 6 names & awards.
76			
77			
78			
79			
80			
81	SCHOOL	SCHOOL	SCHOOL
82			
83	IS	IS	IS
84			
85	CLOSED	CLOSED	CLOSED
86			
87			
88			
89			
90			
91	Add & subtract	Linear equations	Create mail merge
92			
93	mixed expressions.	review. Parallel,	letter of congrats.
94			
95	P297 #1-19 odd	perp. lines.	Set PL at 3.7.
96			
97			
98			
99			
100			

Key:

A Data Entry Area

B Data Entry Reference Area

C Weekly Lesson Plan - For Printing

Figure 3: Column Widths

Column	Width	Column	Width
A	3	H	1
B	1	I	10
C	22	J	22
D	1	K	5
E	22	L	22
F	1	M	5
G	22	N	22

Overview

Figure 2 depicts a “map” of the completed template. I will describe the contents of cells, columns, and blocks in more detail as you create the template. For now, think of the template as a three-sector spreadsheet comprising sections A, B, and C.

Section A (cells I1 through N505) is the data entry area where you will type your lesson plan schedule for the school quarter, or 45 days, for up to three academic subjects. This section contains three parts. You define non-school days (or days off from work) by entering an “X” into the “Non-School Day” section at the top of the template (cells I1 through M3).

Row 5 (cells I5 through N5) is the area where you define the line that contains the starting lesson for the week for each subject.

Each “day” block (for example, cells J12 through J21) contains 10 cells in which you describe the class objectives, activities, reading, and homework assignments for the day.

After you enter your lesson plans, you define the holidays or missed days for the week in the Non-School Day section at the top of the columns. Then you enter the line number for the start of the week in cells I5, K5, and M5 and press Apple-K. AppleWorks will display your lesson plan calendar for the week in Section C.

Section B (cells A1 to G60) is a data entry reference area that tells AppleWorks which lines of data to extract from Section A for the week you chose to view in Section C.

Section C (cells A64 through H122) is a weekly lesson plan calendar that you can view or print. It

contains a header area for your name, room number, and “week of...” date. Beneath the header is a calendar grid that AppleWorks fills with your lesson plan information for the selected week when you recalculate the spreadsheet.

Creating the Template

You will begin by formatting the columns of the lesson planner. Follow these steps:

1. Add a new spreadsheet named LESSON.PLAN to the desktop.
2. Use Apple-V to set recalculation frequency to “Manual”.
3. Use Apple-L to set the column widths listed in Figure 3.

Now you will enter the line numbers in cells I10 through I515. Later you will create a lookup table by entering lesson plan information next to these “line numbers”. AppleWorks will use the line numbers to extract the appropriate information for the weekly calendar in Section C. Continue with these steps:

4. Put the cursor in cell I10 and enter the formula “1+I9”. Use Apple-C to copy the cell “Within worksheet” to cells I11 through I515. Choose “Relative” at the prompt and press Apple-K to recalculate the spreadsheet. Press Apple-9 to navigate to the end of the series. Cell I515 should contain “506”. This step numbers the data entry lines for Subject #1.

Now you will replace the formulas in these cells with numbers. (Numbers require less desktop memory than formulas and speed up the calculation of the worksheet.) Then you will empty the clipboard. [Ed. For more information about these and other memory-saving tricks, read the article entitled “How to Create a Personal Organizer” in last month’s issue of the **AppleWorks Forum**.] Continue as follows:

5. Copy the “Block” of cells from I10 through I515 “To clipboard”. Move the cursor to cell I10 and copy “From clipboard” as “Values only”.
6. Move the cursor to cell I9. Copy the empty cell as a “Block” to the clipboard.

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- Put the the cursor in cell I10 and copy the "Block" from I10 through I515 "Within worksheet". Place the cursor in cell K10 and press the Return Key. After a short delay, AppleWorks will number cells K10 through K515 for the lessons for Subject #2. *[Ed: Remember to use the row numbers at the left edge of the screen and not the numbers you copied into column I for your row references during the copying operations throughout this article.]*

If you have more than 50K of available desktop memory when you launch AppleWorks, you can save steps by copying cells I10 through I515 "To clipboard" and "From clipboard" into cells K10 and M10. Then skip step #8 below.]

- Repeat step #7 using cell M10 as the destination. This completes the line-numbering for lesson plan information for Subject #3.
- Save the template.

Entering Labels

Next you will type the labels. Some serve as data entry pointers while others describe the worksheet's contents. Follow these steps:

- Enter all the labels listed in *Figure 4*. (Remember to press Shift-" before typing the "<" and "I" symbols and the equal signs and hyphens at the beginning of some of the labels.)

Now you will create data grids in the quarterly lesson planner (Section A), reference area (Section B), and weekly calendar (Section C) areas of the worksheet. Continue as follows:

- Copy cell A6 as a "Block" to the clipboard. Copy "From clipboard" to cells A17, A28, A39, A50, C67, E67, G67, J20, J31, J42, J53, J64, J75, and J86. (Although there are only three hyphens in cell A6, those hyphens fill the cell.

Figure 4: Labels to Enter

Cell	Keyboard Entry
C2 - G2	PRESS APPLE-RIGHT ARROW TWICE TO SEE THE DATA ENTRY AREA.
J7	DATA ENTRY
L7	DATA ENTRY
N7	DATA ENTRY
J8	Subject #1
L8	Subject #2
M8	Subject #3
I1-J1	IF SCHOOL IS OPEN, CELL MUST BE
I2-J2	EMPTY. IF SCHOOL IS CLOSED ANY
I3-J3	DAY(S), PUT 'X' NEXT TO ARROW.
L1	<--MONDAY THURSDAY--> (2 spaces between the day names)
L2	<--TUESDAY FRIDAY--> (3 spaces between the day names)
L3	<--WEDNESDAY
J5	<--- Starting Line
L5	<--- Starting Line
M5	<--- Starting Line
J12	SCHOOL
J14	IS
J16	CLOSED
A6	--- (3 hyphens)
A64 - C64	YOUR NAME AND ROOM HERE
E64	Plans for week of:
A65	=== (3 equal signs)
B66	

AppleWorks defines any "Label" cell filled with the same text character as a "Repeated cell"; the program will automatically fill the cell with the character if you widen the cell or copy the cell into other cells. That explains why AppleWorks fills each of the destination cells with hyphens even though they contain more than the three characters in the source cell, cell A6.)

- Place the cursor in cell A65. Copy the cell "Within worksheet" to the block of cells from B65 through H65.
- Copy cell A65 as a "Block" to the clipboard. Then copy "From clipboard" to cells C6, E6, G6, J9, L9, and N9.
- Place the cursor in cell B66. Copy the cell "Within worksheet" to cells B67 through B121.
- Similarly, copy cell B66 to cells D66 through D121, F66 through F121, and H66 through H121. *[Ed: If you have more than 50K of available desktop memory when you launch AppleWorks, you can copy cells B66 through B121 "To clipboard" as a "Block" and then "From*

Figure 5: Formulas to Enter

Cell	Keyboard Entry	Appears in Cell
C7	<code>@IF(@ISBLANK(K1),I5,1)</code>	12
C8	<code>1+C7</code>	13
C18	<code>@IF(@ISBLANK(K2),@IF(C7=1,I5,1+C17),1)</code>	1
C29	<code>@IF(@ISBLANK(K3),@IF(C18=1,@IF(C7=1,I5,11+C7),11+C18),1)</code>	23
C40	<code>@IF(@ISBLANK(M1),@CHOOSE(B59,I5,11+C7,11+C18,11+C29),1)</code>	NA
C51	<code>@IF(@ISBLANK(M2),@CHOOSE(B60,I5,11+C7,11+C18,11+C29,11+C40),1)</code>	NA
B59	<code>@IF(K3<>"",@IF(K2<>"",@IF(K1<>"",1,2),3),4)</code>	4
B60	<code>@IF(M1<>"",B59,5)</code>	5
C68	<code>@LOOKUP(C7,I10...I515)</code>	(blank)

closer look at the formulas and functions.) Enter the formulas by continuing with these steps:

- clipboard" into cells D66 through D121, F66 through F121, and H66 through H121.]*
7. Type "M" in cell A9, type "O" in cell A10, and type the rest of the word "MONDAY" in cells A11 through A14.
 8. Enter "TUESDAY" in cells A19 through A25, "WEDNESDAY" in cells A29 through A37, "THURSDAY" in cells A41 through A48, and "FRIDAY" in cells A53 through A57.
 9. Copy "Within worksheet" cells A6 through A58 to cell A67.
 10. Copy "Within worksheet" cells A67 through H67 to cell A122.
 11. Copy "Within worksheet" cells J20 through J86 to each of the following locations: J97, J174, J251, J328, J405, and J449. *[Ed: J449 is a correct cell reference. You can ignore the line of hyphens already in that cell.]*
[Ed: If you have sufficient desktop memory, you can save time by copying cell J20 through J86 to the clipboard and then from the clipboard into cells J97, J174, J251, J328, J405, and J449.]
 12. Copy cells J10 through J515 "Within worksheet" to cell L10 and cell N10. *[Ed: Once again, you can save time by copying cells J10 through J515 to and from the clipboard.]*

Entering Formulas

Next you will type the lesson planner formulas. (See the sidebar entitled "About the Formulas" for a

1. In cell C5, enter "(J8)". In cell E5, enter "(L8)". In cell G5, enter "(N8)". (Do not type the quotation marks.) The titles "Subject #1", "Subject #2", and "Subject #3" will appear in your template.
2. Enter "(J8)", "(L8)", and "(N8)" in cells C66, E66, and G66, respectively.
3. Enter the number "12" in cells I5, K5, and M5.
4. Enter the formulas listed in *Figure 5* into the appropriate cells.
5. Copy cell C7 "Within worksheet" to cell E7 and then to cell G7. Each time, select "No change" at the first prompt and "Relative" at the second.
[Ed: Formulas copied to and from the clipboard treat all cell references as "Relative" and do not offer a "No change" option. Since you must copy an entry in this formula with "No change", you cannot use the clipboard for this copying operation. This is also true for steps #6 through #9 below which also require "No change" copies.]
6. Copy cell C18 "Within worksheet" to cell E18 and then to cell G18. Each time, select "No change" at the first prompt and "Relative" for the remaining three prompts.
7. Copy cell C29 "Within worksheet" to cell E29 and then to cell G29. Each time, select "No change" at the first prompt and "Relative" for the remaining five prompts.
8. Copy cell C40 "Within worksheet" to cell E40 and then to cell G40. Each time, select "No change" at the first and second prompts and "Relative" for the remaining four prompts.
9. Copy cell C51 "Within worksheet" to cell E51 and then to cell G51. Each time, select "No

My Favorite Template...

change” at the first and second prompts and “Relative” for the remaining five prompts.

10. Copy cell C68 “Within worksheet” to cell E68 and then to cell G68. Press Apple-R to respond “Relative” to all the prompts. *[Ed: The copying operation in steps #10 and #11 requires “Relative” copies, so you can once again use the clipboard to save steps. For example, in step #10 you would copy cell C68 “To clipboard” as a “Block” and then copy “From clipboard” as “Formula and values” into cells E68 and G68.]*
11. Copy cell C8 “Within worksheet” to cell E8 and then to G8. Select “Relative” at the prompt.
12. Copy cell C8 “Within worksheet” to cells C9 through C17. Select “Relative” at the prompt. Do not be concerned that the same number appears in every cell; these numbers will change when you use the Apple-K command to recalculate the spreadsheet. UltraMacros users can capture the keystrokes in steps #12 and #13 in a keyboard macro and play them back to save time in steps #14 and #15. *[Ed: You cannot use the clipboard for the copies in steps #12 through #15 because the clipboard will not copy a single cell into a range of cells as required in these operations.]*
13. Copy cell C8 “Within worksheet” to cells C19 through C28, C30 through C39, C41 through C50, and C52 through C60. Make all cell references “Relative”.
14. Copy cell E8 “Within worksheet” to cells E9 through E17, E19 through E28, E30 through E39, E41 through E50, and E52 through E60. Press Apple-R to respond “Relative” to the prompts.
15. Copy cell G8 to cells G9 through G17, G19 through G28, G30 through G39, G41 through G50, and G52 through G60. Press Apple-R to respond “Relative” to the prompts.
16. Copy cell C68 “Within worksheet” to cells C69 through C121. Select “Relative” at the first prompt and press Apple-N to respond “No change” to the remaining prompts.
17. Copy cell E68 to cells E69 through E121 and

cell G68 to cells G69 through G121. Each time, select “Relative” at the first prompt and press Apple-N to respond “No change” to the remaining two prompts.

18. Press Apple-K to recalculate the spreadsheet.

19. Save the template.

Formatting the Worksheet

Now you will format the cells of your template. Follow these steps:

1. Place the cursor in cell A66. Use Apple-L to select the “Block” of cells from A66 through G121. Change the “Label format” to “Center”.
2. Use Apple-L to center the blocks of cells from C5 through G5 and from J7 through N8.
3. Place the cursor in column I. Use Apple-L to select “Columns”. Press the Return Key to highlight column I. Change “Value format” to “Commas” with zero decimal places. Do the same for columns K and M. Comma format puts a space to the right of each number, which creates a more attractive template.
4. Press Apple-O to invoke the Printer Options Menu. Type “PH” and press the Return Key. Then press the Escape Key. That removes the unnecessary header from your lesson plan printout.
5. Save the template.

Protecting Your Work

It is good practice to protect a template completely and then lower the level of protection for cells that require data input. Follow the steps below to protect the worksheet and then to unprotect the specific data entry cells:

1. Place the cursor in cell A1. Press Apple-L and choose “Columns”. Press Apple-. (period) to highlight columns A through N. Then press the Return Key. Select “Protection” and allow “Nothing”.
2. Allow “Values only” in cells I5, K5, and M5.
3. Allow “Anything” in the block of cells from A64 through C64.

About the Formulas

Of the formulas shown in *Figure 5*, only the @LOOKUP formula in cell C68 actually displays the lesson plan. That formula, @LOOKUP(C7,I10...I515), uses the number in cell C7 as the starting line number for Subject #1. The formula then finds (looks up) that line number in column I and displays the lesson plan information from column J.

Most of the other formulas in *Figure 5* display the "SCHOOL IS CLOSED" message and "wrap" the lesson plan to the next day that school is open. The formula in cell C7 checks for a Monday school closing. The formulas in cells C18, C29, C40, and C51 check for school closings on Tuesday, Wednesday, Thursday, and Friday, respectively.

Because AppleWorks does not allow more than ten commas and/or @ functions in a single formula, the formulas in cells C40 and C51 are split into two

parts. The formula in cell C40 references cell B59; the formula in cell C51 references cell B60. The formula in cell B59 displays "1", "2", "3", or "4". These numbers indicate whether the work week starts on Monday, Tuesday, or Wednesday or if it starts on Thursday. The formula in cell B60 determines whether or not the first day of the week that school is open is Friday.

To demonstrate how these formulas work, examine the formula in cell C29:

```
@IF(@ISBLANK(K3),@IF(C18=1,@IF(C7=1,I5,11+C7),11+C18),1)
```

The first @IF function uses the @ISBLANK function to check cell K3 to see if school is closed on Wednesday. If cell K3 is not blank, the formula returns "1", which is the last number in the formula. This number refers to the line number in column I which will display the "SCHOOL IS CLOSED" message for Wednesday.

If cell K3 is blank, school is open on Wednesday. The second @IF function checks to see if school is closed on Tuesday (C18=1). If school is open on Tuesday, the formula tells AppleWorks to display the next day's lesson plan (11+C18). If school is closed on Tuesday, the @IF function checks if school is closed on Monday (C7=1). If school is open on Monday but closed on Tuesday, Wednesday's lesson plan will follow Monday's (11+C7). If school is closed Monday and Tuesday, AppleWorks will begin the week's lesson plan on Wednesday (I5).

The formulas in cells C40 (Thursday) and C51 (Friday) are progressively longer than the formula in cell C29; these formulas must check for school closings on the previous three and four days of the week, respectively.

4. Allow "Anything" in cells J8, L8, and N8.
5. Place the cursor in cell A1. Save the template.
6. Use TimeOut FileMaster, BASIC, or any file utility program to lock the template. [Ed: For step-by-step directions, see the article entitled "How to Lock Your Templates" in the May 1991 issue of the *AppleWorks Forum*.]

Using the Template

1. Use the Apple-N command to assign a meaningful name to the lesson plan file. For example, naming your spreadsheet "SPRING.94" will remind you when you used the lesson plans.

2. Press Apple-Right Arrow twice to bring the data entry area into view.
3. Enter the names of the three academic subjects in cells J8, L8, and N8. [Ed: If you teach more than three subjects, create multiple copies of the LESSON.PLAN template. Save each file with a meaningful name.]

Cells I10 through N19 in the data entry area (Section A) are reserved for the message that the template will display in the printed calendar (Section C) for school holidays. Although the cells are protected, you can remove the protection from the cells and enter your own message such as "NO SCHOOL" or "SCHOOL HOLIDAY".

My Favorite Template...

4. Enter your lesson plan for the first day of Subject #1 in cells J21 (line 12) through J30 (line 21).
5. Skip the dashed line in cell J21 and enter objectives for the second class day in the next series of data entry cells. Enter at least two weeks of lesson data.
6. Move the cursor to cell L21 and enter the information for Subject #2.
7. Move the cursor to cell N21 and enter lesson plan data for Subject #3.
8. Move the cursor to cell I5 and enter the line number which represents the beginning of the week for which you want to view or print a lesson plan. Enter the starting line number for Subjects #2 and #3 in cells K5 and M5, respectively.

When you first create the template, the value "12" appears in cells I5, K5, and M5 because line 12 is the first lesson plan data entry line for Subjects #1, #2, and #3, respectively. As you proceed through the school term (and through your lesson sequence) you will enter the appropriate lesson plan starting numbers in these cells. One of the benefits of this system is that you can follow plans for three academic subjects independently. For example, in a given week you could print lessons for Subject #1 beginning at line 188, Subject #2 at line 166, and Subject #3 at line 210.

9. If school is going to be closed on one or more days in the week you want to view, enter an "X" in the appropriate cell(s) in the blocks from K1 through K3 and M1 through M2.
10. Move the cursor to cell A1. Press Apple-2 to navigate quickly to the lesson plan calendar, or use Apple-F and find the coordinates "A64".
11. Enter your name and room number in cells A64 through C64.
12. In cell G64 enter the date for Monday of the week you want to view.
13. Press Apple-K to recalculate the spreadsheet. Be patient. AppleWorks will display subject names in cells C66, E66, and G66, and lesson plan information in columns C, E, and G.

Printing Weekly Lesson Plans

The template's layout lets you preview each week's lessons on the screen. You can also print each weekly planner on a single piece of paper by specifying the block from A64 through H122.

Conclusion

This month's template is a classroom planner that tracks lessons for three academic subjects. You can also use the template to track up to three personal or business projects spanning as many as 45 days each. You can print weekly plans on a single piece of paper and store them in a notebook or post them on a bulletin board.

*[Mitchell Bernstein, a teacher for 25 years, holds a Master's Degree in education. He is a mathematics teacher at Philadelphia High School for Girls and co-author of **Algebra I: An Integrated Approach**, a textbook published by AMSCO.]*

*[Ed: A working copy of this template appears on this month's **NAUG on Disk**, which costs \$10 from NAUG. NAUG on Disk requires a 3.5-inch disk drive; the template requires AppleWorks 3.0 or later and an Apple II with at least 128K of RAM.]*

Taxes Made Easier!

1040Works: Tax Templates for AppleWorks

1040Works is a series of professionally developed AppleWorks templates that compute your 1993 Federal Income Taxes. 1040Works is accurate, fast, and easy to use. The templates prepare and print 23 forms and schedules including 1040, A, B, C, D, E, F, R, SE, 2106, 2119, 2210, 2441, 3903, 4562, 6251, 8283, 8582, 8582-CR, 8606, 8615, 8814, and 8829. Now in its 9th year, 1040Works is the most popular tax package ever developed for the Apple II. Includes step-by-step instructions. Requires AppleWorks 2.0 or later and at least 256K of RAM.

NAUG special: \$29.95 + \$3.50 s/h. Visa/MC accepted.

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News and Special Offers for NAUG Members

Macro Services

Noted macro author Roy Barrows now offers custom macro programming and macro conversion services for his fellow NAUG members.

For \$15, you receive an UltraMacros 3.1 or 4.x macro that performs a task you specify for AppleWorks 3.0 or AppleWorks 4. You also receive a set of macro-based TimeOut applications produced by Mr. Barrows and not distributed through other sources.

UltraMacros 3.1 users get **BlockCopier** (powerful word processor block cut and paste routines), **ClipHelp** (captures help screens so you can use the text in glossaries), **ChangeBell** (changes the duration and pitch of the AppleWorks error bell), **Data-Select** (imports data base categories into word processor documents), **DataTools** (menu-driven set of data base utilities), **JumpTools** (sets, finds, and removes AppleWorks markers), **SpreadTools** (useful utilities for the AppleWorks spreadsheet), and **SuperCopy** (copies blocks of cells including the cell width to another spreadsheet).

UltraMacros 4.2 and 4.3 users receive **ClipHelp** (see above), **GlossaryASP** (adds an instant pop-up glossary to your spreadsheets), **HardCopy** (adds a "calculating" Printer Options Menu to the word processor), **LineSort** (sorts word processor lines based on any column you specify), **Mr.Calc** (an on-screen mathematics and scientific calculator), **QuickCal** (an instant on-screen calendar), and **SuperCopy** (see above).

Mr. Barrows will notify you if the task you specify is beyond the bounds of this low-cost service.

At \$15 per macro, this is an exceptional offer.

Mr. Barrows will also convert UltraMacros 3.1 macros so they run under UltraMacros 4.3 and AppleWorks 4. This service costs \$35 per hour.

[Roy Barrows, 73 East Street, Sharon, CT 06069.]

CD-ROM for the Apple IIGs

Sequential Systems recently released a software and hardware package that brings CD-ROM technology to the Apple IIGs.

Sequential's DiscQUEST software lets Apple IIGs owners access the text, graphics, and audio files on Macintosh and MS-DOS CD-ROMs. DiscQUEST can search the files on a CD by word, title, author, or graphic.

DiscQUEST works with standard SCSI CD-ROM drives. Apple IIGs systems equipped with an Apple High Speed SCSI card can use Sony, Apple, and Sequential drives. Owners of RamFAST ROM 3.01e/SCSI cards can also use NEC drives. However, the software only works with CD-ROMs distributed by Sequential.

DiscQUEST lists for \$99.95. The DiscQUEST bundle, which includes the software, a RamFAST SCSI interface card, a CD-ROM drive, and four CD's, lists for \$695. The CD-ROM drive alone (which is a standard Macintosh SCSI drive that requires a RamFAST card for use with an Apple IIGs) lists for \$349.

Sequential promises free software upgrades through May 1994.

Sequential presently offers 13 CD-ROM titles that are compatible with DiscQUEST, including the complete works of Charles Darwin, Arthur Conan Doyle, and Shakespeare, the complete set of Monarch Notes, The Family Doctor and other titles. The company promises additional offerings; contact Sequential for a complete listing.

DiscQUEST requires an Apple IIGs computer equipped with at least 2 megabytes of RAM, System 5.0.4 or later, and a 3.5-inch floppy drive.

[Sequential Systems, 1200 Diamond Circle, Lafayette, Colorado 80026; (800) 759-4549; Fax: (303) 665-0933.]

A Macro that Makes It Easier to Set Pathnames

by Keith Johnson

A significant feature added to UltraMacros 4.x is its support for “dot commands”. Two of these commands (“`.getfpath`” and “`.setfpath`”) make it easy to set “paths”. [Ed: A path defines where AppleWorks stores and looks for your data. For example, the path “`/HARD.2/DB/NAMES`” says to store the file called “NAMES” in the subdirectory named “DB” on a hard drive or partition named “HARD.2”. Figure 1 depicts the path to the NAMES file. For more information, see the article entitled “What AppleWorks Users Should Know about ProDOS Pathnames” in the *AppleWorks Handbook: Volume One*.]

This month’s macro demonstrates how to use these commands to create macros that let you re-define the paths set in AppleWorks 3.0 or 4.x.

Two Types of Paths

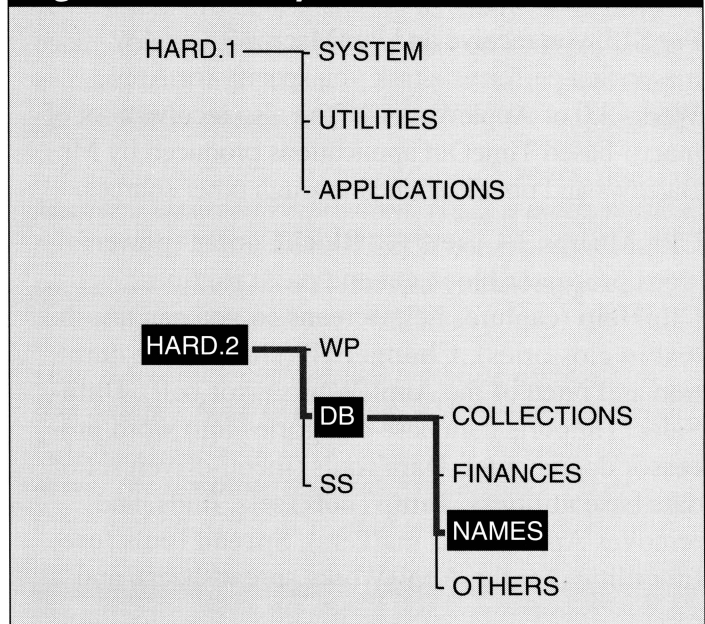
AppleWorks always keeps track of two different paths; the “current path” that AppleWorks uses to store your file if you press `<oa-S>`, and the “original path” that AppleWorks uses to store the active file if you press `<oa-ctrl-S>`. (The current path always appears in the upper left-hand corner of the AppleWorks screen.)

The macro in Figure 2 lets you change the current path to the path for the active file on your desktop. That makes it easy to save files into the same directory you used for the active file.

The macro also lets you change the active file’s path to the current AppleWorks path, so that pressing `<oa-ctrl-S>` saves the file into the current directory rather than its original directory.

The macro also demonstrates how to use dot commands to create a menu.

Figure 1: A Sample Path



How to Use the Macro

1. Type the macro into your macro file. I defined the macro to use `<ba-X>`, but you can specify any key combination you like for the macro.
2. Compile the file and save it as your default macro set. [Ed.: Step-by-step directions for adding the macro to your default macro set appear in the sidebar “How to Add a Macro” in the April 1993 issue of the *AppleWorks Forum*.]
3. Press `<ba-X>` (or whatever key combination you define for the macro) when you want to change a pathname. The macro will display the current AppleWorks path and the file’s original path. Choose “1” or “2”, or “3” (or press the Escape Key) to stop the macro.

Figure 2: Macro that Sets Current or Default Pathnames

```
<ba-X>:<all><
$98=.getfpath:           { Get the original path of the active file.           }
disk:$97=$0:             { Get the current AppleWorks path.             }
.cls 2:                  { Clear the work area.                      }
$50="This file's original path is "+$98+": { Define the message.           }
.writestr 5,6,$50:       { Display the message.                   }
$50="The current AppleWorks path is "+$97+": { Define the message.           }
.writestr 5,7,$50:       { Display the message.                   }
$50="Choose what you want to do.":       { Define this request.         }
.writestr 5,10,$50:      { Display the request.                  }
$51="Change the current path to "+$98:    { Define the first menu choice. }
$52="Change file's original path to "+$97: { Define the second menu choice. }
$53="Nothing":           { Define the third menu choice.         }
.makemenu 5,13,51,3,1,1: { Display the menu.                  }
if z=1 and $98="none":   { If the user chose "1" and no original path exists for }
                        { the active file...                          }
                        { ...set z = 3 so it skips the next test.      }
z=3:endif:              {
if z=1 .setdisk $98:endif: { If the user chose "1", set the current path to the
                        { file's original path.                      }
if z=2 .setfpath $97:endif: { If the user chose "2", set the file's original path to
                        { the current path.                          }
oa-Q:rtm>!              { Redraw the screen.                      }
```

Some Details

The macro tests whether the active file has a defined path. If not, the macro will not change the current path to "None". Changing the path to "None" is not a problem, but it is inelegant to change the path to a nonexistent name.

The third alternative, "Nothing," is not necessary, since the user can stop the macro by pressing the Escape Key. But I like to list all the possible alternatives on my menus.

This macro works with UltraMacros 4.x-enhanced versions of AppleWorks 3.0 or 4.x. It does not work with the earlier versions of UltraMacros which did not support dot commands.

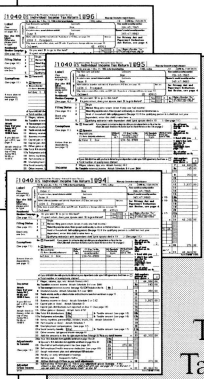
*[Keith Johnson is Associate Director of the Fleis-
chmann Planetarium at the University of Nevada.]*

Corrections

Please make the following corrections to your copy of the *AppleWorks Forum*:

December 1993, page 29: The Barrows Utilities - Disk 10 requires AppleWorks 3.0 enhanced with UltraMacros 3.1. The utilities are not compatible with AppleWorks 4 or with UltraMacros 4.x.

Save On Your Taxes!



The 1040Works Tax Planner is a comprehensive set of easy-to-use tax planning templates for AppleWorks. The Tax Planner estimates your Federal Income Tax for 1994-1996, calculates how much you should withhold from earnings and savings, calculates your quarterly tax payments, and compares alternative financial strategies to legally minimize your tax liabilities. The 1040Works Tax Planner also determines whether you will be affected by the Alternative Minimum Tax and calculates the amount of that tax. Includes complete documentation. Requires AppleWorks 2.1 or later and a 130K AppleWorks desktop.

List: \$29.95. NAUG special: \$24.95 plus \$3.50 s/h.
\$19.95 postpaid if ordered with 1040Works.

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New Disks in the NAUG Library

Printer Drivers for AppleWorks 4

Now there is an easy way to install your custom printers in AppleWorks 4.

NAUG's Printer Drivers for AppleWorks 4 Disk includes AppleWorks 4 drivers for more than 100 printers not normally supported by AppleWorks. To use the disk, you identify the file that contains the printer definition you need, copy the file into your /AW4/ directory, and re-name the file SEG.ER.

The disk includes complete directions, an AppleWorks data base file to help you locate the correct driver, and a data base with the AppleWorks codes for 23 popular Apple IIe printer interface cards.

The disk also includes a valuable utility that converts AppleWorks 3.0 SEG.ER files into AppleWorks 4 format. The utility lets you use your current customized AppleWorks 3.0 printer information with AppleWorks 4.

NAUG's Printer Drivers for AppleWorks 4 comes on a single 3.5-inch disk (\$6) or two 5.25-inch disks (\$8) plus \$2 s/h *per order*.

NAUG members still struggling to use their printers with AppleWorks 3.0 should get NAUG's Printer Drivers for AppleWorks 3.0 Disk. The disk includes printer drivers for more than 100 different printers that work with AppleWorks 3.0. NAUG's Printer Drivers for AppleWorks 3.0 Disk includes complete directions, an AppleWorks data base file to help you locate the correct driver, and a data base with the correct AppleWorks interface codes for 23 popular Apple IIe printer interface cards. NAUG's Printer Drivers for AppleWorks 3.0 comes on a single 3.5-inch disk (\$6) or 5.25-inch disk (\$4); add \$2 s/h *per order*.

Our thanks to Howard Katz for developing these disks for NAUG and to Douglas Gum of Office Productivity Software (who wrote the conversion program on the Printer Drivers for AppleWorks 4 Disk).

Barrows' Utilities – Disk 11

Here is the latest disk filled with Roy Barrows' exceptional utilities for AppleWorks 3.0 and 4.x. The utilities on this disk include:

BlockCopier: Adds powerful page layout cut and paste routines to the AppleWorks word processor.

C.R.Switch: Switches rows to columns and columns to rows in the spreadsheet module. This is a major upgrade of an earlier utility.

Data.Find: Finds and replaces text in a data base file.

Page.Mark: Automatically creates a table of contents for large word processor files.

ScreenNotes: A pop-up "Note Pad" utility that works anywhere in AppleWorks.

SuperInfo: Displays a pop-up screen with important information about the current file.

Text.Master: A block copy utility that will copy any segment of any screen in any AppleWorks module and paste that text into any of the three modules with perfect formatting.

WrapAround: A powerful word processor tool that wraps your text around any object on the page. You can use WrapAround to add graphics with wrap-around text to photocopied newsletters.

Barrows' Utilities – Disk 11 includes both TimeOut and task file versions of each utility, word processor files with annotated copies of the macros, and documentation in an AppleWorks word processor file on the disk. The disk includes both AppleWorks 3.0 and AppleWorks 4 versions of these utilities.

Barrows' Ultra-Updater

The popularity of Roy Barrows' macro-based enhancements recently led Mr. Barrows to release his Ultra-Updater, a disk filled with UltraMacros 4.2 conversions of all the utilities and macros on disks #1 through #7 in the Barrows' Utilities Disk series.

This is an invaluable collection of utilities that enhance AppleWorks 3.0. Descriptions of the origi-

Public Domain Update...

nal UltraMacros 3.1-compatible versions of these disks appeared in the February, April, June, August, September, and November 1992, and January 1993 issues of the *AppleWorks Forum*.

Here is a chance for UltraMacros 4.2 users to get all of Mr. Barrows' utilities on a single disk. The macros require AppleWorks 3.0 and UltraMacros 4.1 or 4.2. They are not compatible with AppleWorks 4 or UltraMacros 4.3.

Our thanks to Roy Barrows for his continued contributions to the AppleWorks community.

Paperback Trader

NAUG's Paperback Trader Disk contains an AppleWorks data base template that will help you track your books for reading, purchase, and trading. The template includes four report formats that produce alphabetical lists by title or author and other reports. Requires AppleWorks 3.0 or later.

Paperback Trader is shareware; you send the author, Jim Wellman, \$7.50 after you get the disk from NAUG.

CoinWorks

CoinWorks is a tool that helps serious coin collectors and dealers maintain their coin inventory.

CoinWorks includes an AppleWorks data base with pre-defined report formats that help you track your coin inventory and calculate your profit on each coin. Developed by Jim Wellman, a former coin dealer. Includes documentation in a word processor file on the disk. Requires AppleWorks 3.0 or later.

CoinWorks is shareware; you send the developer \$7.50 after you get the disk from NAUG.

Simple Sokoban

Imagine that you are in a large warehouse with walls and obstacles and some **very** heavy boxes. Your job is to push the boxes into their designated storage areas. Simple (or so you think), until you push the first box against a wall and cannot get behind it to push it out. (Sorry...no pulling permitted.)

That is the object of Sokoban puzzles ("Sokoban" is Japanese for "warehouse keeper").

The fifty challenging puzzles on NAUG's new Simple Sokoban Disk are untimed, so you can think through each move. You will enjoy the challenge. And what a great way this is to encourage teamwork and problem solving in a classroom.

One of the unique elements of Sokoban is that you can create new puzzles and modify those on the disk with AppleWorks. Complete directions come in an AppleWorks word processor file provided with the puzzles.

Simple Sokoban is shareware; you send the developer, Evan Day, \$5 if you use the puzzles.

Our thanks to Phil Shapiro for sharing this disk with NAUG and for writing the directions that explain how to edit the puzzles with AppleWorks.

How to Get Disks

Unless otherwise noted, all disks are available in both 5.25-inch (\$4) and 3.5-inch (\$6) format, plus \$2 s/h *per order*. Order from: Public Domain Library, NAUG, Box 87453, Canton, Michigan 48187; (313) 454-1115; Fax: (313) 454-1965. NAUG accepts Visa and MasterCard.

All NAUG disks (except system disks provided by Apple Computer) are also available for downloading from NAUG's electronic bulletin board (the Electronic Forum), and from the NAUG areas on CompuServe, America Online, and GENie.

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Help with the AppleWorks Modules

How to Use this List

Use this month's list to find help with the AppleWorks modules. To the left of each volunteer's name are numbers indicating the modules that consultant supports.

- | | |
|---------------------------------|------------------------|
| 1 = Word Processor | 5 = Mail Merge |
| 2 = Data Base | 6 = AppleWorks Network |
| 3 = Spreadsheet | |
| 4 = Integration between modules | |

	City	Home	Work
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1-4	David A. Normand	Fairhope	205-928-2588
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Alaska			
1-3	Ken Duncan	Anchorage	907-274-5809 907-265-2632
Arizona			
1-5	Clay Evitts	Tucson	602-885-9789 602-296-5491
California			
1-5	Nancy Albrecht	Canyon Country	805-252-7280 805-252-7280
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1-3	Cary Hellman	Walnut Creek	510-945-1290
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1	Glenn Lashbrook	Santa Ana	714-542-3048
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1-5	Richard K. Stone	Northridge	818-360-0055
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1-4	Lyle Graff	Littleton	303-794-5970 303-977-4557
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1,2,4	LynnErna Niebergall	Cornwall Bridge	203-672-6389
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